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## Mail and File Clerk 04

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### GS-0305-04

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

The employee performs clerical work related to the processing of incoming and outgoing mail and clerical work related to file maintenance.

#### II. DUTIES AND RESPONSIBILITIES

Sorts mail addressed in a variety of ways for distribution to 150 or more delivery points; reads and classifies correspondence to ensure proper distribution; obtains receipt signatures as necessary. Records and controls incoming and outgoing registered, insured, and certified mail; completes forms for return to Post Office. Screens outgoing materials to assure that they are in proper format and addressed in accordance with appropriate regulations; returns or contacts originator to resolve errors or discrepancies. Performs various related clerical duties, such as rerouting misdirected mail, date stamping, counting mail, screening priority items, and preparing routing and control forms.

Conducts extensive searches for records when initial searches have been unproductive. Determines which documents may exist based on information from requestor and organization's record keeping history; contacts subject matter experts when initial searches are unsuccessful. Reads incoming correspondence and associates material with previous correspondence or related subject material; checks and assembles records prior to their transfer to the records holding area; maintains up-to-date master files on administrative materials, such as administrative circulars or directives, and provides complete set upon request. Functions as control point for incoming documents. Provides totals and reports upon request.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 Pts.

Through knowledge of the functions performed within all of the offices of the serviced organization in order to identify various types of correspondence and to correctly route materials.

Knowledge of postal regulations for processing all types of mail, including special category mail. Skill in the operation of standard mail room equipment, such as envelope opening and sealing machines, date stampers, binders, etc.

Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems used by the organization, including types and purposes of documents kept presently and in the past.

Knowledge of the functions of the organization in order to locate required materials in any of several possible locations, to classify and cross reference materials accurately.

Knowledge of records management procedures for a variety of filing systems.

Knowledge of the organization's record transfer and archival practices.

Factor 2 - Supervisory Controls FL 2-2, 125 Pts.

Most work is performed independently. The supervisor approves any deviations from established procedures and spot checks work for accuracy and compliance with guidelines.

Factor 3 - Guidelines FL 3-2, 125 Pts.

Guidelines consist of numerous standing oral instructions and written procedural guides, such as office code lists, organization directories, and handbooks, which are applicable in different work situations. The employee must use judgment in selecting and applying the proper guide.

Factor 4 - Complexity FL 4-2, 75 Pts.

The work involves a variety of mail processing and filing duties.

Procedures differ according to the type of mail processed and the category of materials filed, indexed, or archived.

Factor 5 - Scope and Effect FL 5-1, 25 Pts.

The purpose of the work is to provide efficient mail service to units serviced and to facilitate the work of others who require periodic access to files and materials. The promptness and accuracy of the work affects the general efficiency of the units serviced.

Factor 6 - Personal Contacts FL 6-2, 25 Pts.

Contacts are with coworkers, employees in the units serviced, and with Postal Service employees.

Factor 7 - Purpose of Contacts FL 7-1, 20 Pts.

Contacts are for the exchange of information related to daily work.

Factor 8 - Physical Demands FL 8-2, 20 Pts.

Work requires long periods of standing, walking, stooping, reaching and pulling. Lifting of materials over 50 pounds may be required.

Factor 9 - Work Environment FL 9-1, 5 Pts.

Work is performed in a typical mail room setting.

Total 770 Pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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