



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Mail Clerk 02

GS-0305-02

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 record keeping related to mail duties.

II. DUTIES AND RESPONSIBILITIES

Collects, sorts, and delivers mail, documents, papers and other materials on an established route and time schedule to mail points to assigned offices. Assists in the processing of outgoing mail.

Logs data regarding receipt and dispatch of mail as requested for work measurement data and special reports.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-1, 50 Pts.

Knowledge of organization mail sorting, collection, and delivery procedures.

Knowledge of outgoing mail procedures in order to sort and process normal categories of mail.

Skill in the operation of standard mail room equipment, such as envelope opening and sealing machines, date stampers, binders, etc.

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 3-1, 25 Pts.

Guidelines are both written and oral and provide specific instructions and procedures to be followed. Instructions are easily memorized and little interpretation is necessary. Situations not covered by specific guidelines are referred to the supervisor.

Factor 4 - Complexity FL 4-1, 25 Pts.

Mail processing tasks are few. Sorting and routing procedures involve few categories, and actions to be taken are easily discerned. It is not necessary to read material to determine routing.

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

The purpose of the work is to provide efficient mail service to units serviced. 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 mail room 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 320 Pts.

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

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: November 4, 1994)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)