
BULK MAIL CLERK, PS-05

FUNCTIONAL PURPOSE

Accepts, classifies, and computes the chargeable postage on second- or third-class mail matter or both.

DUTIES AND RESPONSIBILITIES

1. Determines the correct classification on second- and third-class and all other mail matter mailed under a permit, computes the postage to be charged, and determines if sufficient deposit has been made by the mailer to cover the cost of mailing.
2. Completes the necessary reports and submits them to the accounting unit.
3. Maintains records of permit holders, deposits, withdrawals, and miscellaneous information incident to the processing of second- and third-class matter.
4. Accepts and makes simple distribution of second- and third-class mail.
5. Accepts precancelled and metered matter mailed in bulk quantities, and verifies if proper postage has been paid.
6. Advises customers as to proper mailing procedures.
7. In addition, may perform any of the following duties: accept other classes of mail and receipts for such matter, if necessary; separate and distribute mail; open and dump sacks and pouches; provide service at a public window.

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SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

CLERK

KEY POSITION REFERENCE

KP-0013

(End of Document)

BARGAINING UNIT QUALIFICATION STANDARD
2300
(2320-15XX) BULK MAIL CLERK--LEVEL 5
(2345-15XX) CLAIMS AND INQUIRY CLERK--LEVEL 5
(2345-32XX) MAILING REQUIREMENTS CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Bulk Mail Clerk: Accepts, classifies, and computes the chargeable postage on second- or third-class mail matter or both.

Claims and Inquiry Clerk: Performs clerical work involved in the claims and inquiry functions of the post office, where the claims work does not reach the level of difficulty and responsibility represented by Key Position 17 and the inquiry work relates to domestic mail.

Mailing Requirements Clerk: Performs basic nonsupervisory work in regard to matters of mail classification, mailability, rates, methods of mailing, fees and special services, and other related phases of postal laws and regulations; participates in local revenue protection program.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. General

- B-4 . Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-10. Ability to maintain records and prepare reports.
- B-11. Ability to perform effectively under the pressures of the position.
- B-22. Ability to perform basic arithmetic computations.

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- B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
- B-44. Ability to personally resolve problems of a routine nature.
- B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures to the work to be performed.
- B-53. Ability to work with others.
- B-58. Ability to deal with the public in a polite, courteous, and professional manner.

2. Special

Knowledge of postal regulations and services affecting individuals, groups, and business organizations (which may include such matters as postage rates, mail classification, mailing permits, special postal services, indemnity claims, proper preparation of letters and packages and admissibility of matter to the mails).

EXAMINATION REQUIREMENTS:

1. Applicants must meet, or have met, the examination requirements of Postal Service Test 470, Configuration 1.
2. Applicants for Mailing Requirements Clerk must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.
3. Applicants for Bulk Mail Clerk and Mailing Requirements Clerk positions must successfully complete the appropriate training program and examination.
4. In accordance with section 142 of this handbook, local management may require applicants for Claims and Inquiry Clerk positions to demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

1. For some positions, the work requires a particular background of experience or training, knowledge of particular types of mail operations, or possession of a particular skill. Selective

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placement may be used to fill those positions which require such experience, training, or skill; for example, knowledge of a language other than English.

2. When a particular duty assignment requires the operation of any motor vehicle, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.
3. Applicants for Bulk Mail Clerk--Level 5 must be physically able to perform effectively the duties of the position including the ability to lift mail sacks weighing up to 70 pounds.