

POSTAL SERVICE CLERK

RAPIDS: 0596D

O*NET/SOC: 43-5051.00

REVISION DATE: 09/2019

TRADE DESCRIPTION: Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags; and examine mail for correct postage.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: 0161

USCG: None

USN: LS, LSS

USA MOS: 42A

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 288 or more hours.

Additional Requirement:

ALL **MUST** be currently assigned doing postal operations as a full time billet.

Total Hours: **4000**

Skill	Description	Hours
A	GENERAL ADMINISTRATION	500

	<ul style="list-style-type: none"> -- Check mail to ensure correct postage and that packages and letters are in proper condition for mailing. -- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail. -- Post announcements or government information on public bulletin boards. 	
B	<p>TECHNICAL ADMINISTRATION</p> <ul style="list-style-type: none"> -- Obtain signatures from recipients of registered or special delivery mail. -- Register, certify, and insure letters and parcels. -- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices. -- Set postage meters, and calibrate them to ensure correct operation. -- Put undelivered parcels away, retrieve them when customers come to claim them, and complete any related documentation. -- Feed mail into postage canceling devices or hand stamp mail to cancel postage. -- Respond to complaints regarding mail theft, delivery problems, and lost or damaged mail, filling out forms and making appropriate referrals for investigation. 	1700
C	<p>LOGISTICS</p> <ul style="list-style-type: none"> -- Transport mail from one work station to another 	200
D	<p>PERSONNEL SUPPORT</p> <ul style="list-style-type: none"> -- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes. -- Provide assistance to the public in complying with federal regulations of Postal Service and other federal agencies. -- Rent post office boxes to customers. -- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail. 	500
E	<p>MAIL HANDLING</p> <ul style="list-style-type: none"> -- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage. -- Receive letters and parcels, and place mail into bags. 	800
F	<p>FINANCIAL CONTROL</p> <ul style="list-style-type: none"> -- Keep money drawers in order, and record and balance daily transactions. 	300

	<ul style="list-style-type: none">-- Sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders.-- Cash money orders.	
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