

Work Processes Schedule

POST-OFFICE CLERK (GOVERNMENT SERVICE)

RAPIDS: 0596N

O*NET/SOC: 43-5051.00

REVISION DATE: 12/2014

Organizes and operates post offices. Supervises and trains personnel. Ensures various types of mail have been properly marked and sorted. Performs a variety of counter operations such as selling stamps, handling money orders, preparing claims, tracers and inquiries. Processes and dispatches mail. Maintains postal equipment. Prepares postal records and reports. Requisitions and controls postal supplies and equipment. Maintains security for registered, certified and other special classes of mail. Operates computers, typewriters, adding machines, weighing machines (scales) and various other machines and meters. Directs and facilitates routing and transportation of mail

Applicable Ratings/MOS

USMC MOS 0161

USCG None

USN LS

Related Instruction

Any trade related schools/courses totaling 288 hours

Additional Requirement

LS - Must be E-4 or above and have NEC -3001 Independent Duty Postal Clerk (Course: A-554-0026), Or have completed LS (A) school after 01 Oct 2009, ALL MUST be currently assigned doing postal operations as a full time billet.

Total Hours: **4000**

Skill	Description	Hours
A	<p>GENERAL ADMINISTRATION</p> <p>Maintain files, publications, and records. Prepare reports. Draft messages and correspondence. Operate office equipment.</p>	500
B	<p>TECHNICAL ADMINISTRATION</p> <p>Perform duties as custodian of postal effects for a fixed-stamp credit account. Process and forward domestic mail inquiries and claims. Complete statistics for postal activity reporting system. Maintain and operate a directory mail service. Receive and account for blank postal money order forms. Process applications for international money orders. Process refund applications for postage overpayment. Process for exchange damaged or unusable postal stamps and stamped paper. Process international mail claims and inquiries. Review local postal records and reports. Recognize and report discrepancies in mail routing procedures and irregularities in mail handling. Review and verify accuracy of parent and unit consolidated money order business. Use and maintain a locator file of units.</p>	1300
C	<p>LOGISTICS</p> <p>Prepare manifest for transportation of mail. Order postal supplies. Order office supplies and equipment. Order accountable postal equipment. Survey lost or damaged postal equipment.</p>	500
	<p>SECURITY</p>	

D	Maintain security of all postal effects, equipment, and mail. Recognize and report mail suspected of containing illegal or dangerous materials. Maintain custody of postage meter equipment and control settings.	200
E	MECHANIC MAINTENANCE Maintain post office equipment. Clean, lubricate, and change combination locks.	200
F	SAFETY Conform to prescribed safety procedures.	200
G	PERSONNEL SUPPORT Use sound principles of customer relations at customer contact points. Advise customers on proper packaging and addressing procedures. Advise customers of the use and preparation of customer declarations.	300
H	MAIL HANDLING Process customs duty mail and remit customs fee. Receive, sort, and process outgoing mail and incoming mail. Classify domestic and international mail. Operate mail handling equipment. Operate postage meters and money order imprinters. Act as mail coordinator for incoming mail.	300
I	FINANCIAL CONTROL Sell and cash domestic postal money orders. Compute and collect charges and fees for postage and other postal services. Requisition stamps from postal authorities. Collect and remit postal meter funds. Administer flexible credit accounts.	500