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## Mail and File Clerk 02

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### 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 and clerical work related to the filing and systematic arrangement of records for storage and reference purposes.

#### 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.

Receives materials, arranges them in alphabetical or other specified order, and places them in files under established subject file headings. Prepares cross-reference as necessary to relate files to materials previously received, to materials in other storage areas, and to indicate receipt of new or related materials. Assists users in locating and obtaining files; prepares charge-out cards for removed files and materials. Identifies materials that have been separated from or belong in files and places them in proper location within files.

#### 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.

Familiarity with filing procedures involving the chronological, alphabetical, or other specific arrangement of files and materials.

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.

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

Filing involves repetitive tasks related to the sorting and filing of materials in a pre-established order; deviations are rare.

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 flow of materials to and from the file unit. 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 320 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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