



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

Mail and File Clerk 03

GS-0305-03

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

II. DUTIES AND RESPONSIBILITIES

Sorts incoming mail into at least 20 or more categories, such as distribution points, office, or organizational designations. Records and controls incoming and outgoing registered, insured, and certified mail; completes forms for return to Post Office. Delivers mail throughout the organization; picks up outgoing mail.

Processes outgoing mail. Screens outgoing materials to assure that they are in proper format and addressed in accordance with appropriate regulations; returns mail or contacts originator to resolve errors or discrepancies. Prepares prescribed forms and control sheets; pouches or wraps materials as necessary. Distributes internal documents and obtains receipt signatures as necessary.

Receives materials, arranges them in specified order, and places them in files under subject headings; prepares cross-references as necessary to relate files to materials previously received or to materials in other storage areas and to indicate receipt of new or related materials. Assists users in locating files or materials; prepares charge-out cards. Conducts special searches.

Performs a variety of related filing duties, such as assuring protection of contents of files, adjusting file storage, and participating in records inventories and reviews. 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 1-2, 200 Pts.

Knowledge of the organizational structure in order to process and distribute incoming and interoffice mail.

Knowledge of postal regulations for processing all types of mail, including special category mail.

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

Knowledge of the functions within the areas serviced. Knowledge of alphabetical, numerical, and subject category filing systems sufficient to sort, organize, and file a variety of materials, records, and files.

Knowledge of security procedures and access requirements. Knowledge of cross-referencing systems, classification guides, and indexes maintained by the unit.

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 4-2, 75 Pts.

The work involves a variety of mail processing and filing duties.

Procedures differ according to the type of mail processed and the category of materials filed.

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 work of others who require periodic access to files and materials. 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 520 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](#)