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Mail and File Clerk 05

GS-0305-05

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 file maintenance.

II. DUTIES AND RESPONSIBILITIES

Reads, analyzes, and routes materials to 150 or more discrete organizational units which may have similar or overlapping functions. The subject matter of materials may not be clearly identifiable or may be scientific or technical in nature. Processes incoming and outgoing mail and teletype messages in accordance with agency and Postal Service requirements; establishes new distribution patterns and codes, or updates old patterns and codes; maintains suspense files for follow-up as necessary.

Studies contents of incoming reports and correspondence which concern complex and specialized matters. Materials vary in format and require determinations regarding placement within the filing systems. As required, conducts information searches for reference materials or research related to specific programs. Periodically reviews filed materials to determine if material should be consolidated, have new classification, or be retired. Examines materials to identify subject matter and assigns proper classification from among numerous possibilities. Selects relevant topics for cross referencing and indexing. Screens for and separates materials related to special projects and programs.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 Pts.

Through knowledge of the functions performed within all of the offices of the serviced organization in order to identify various types of correspondence and to correctly route materials.

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.

Thorough knowledge of the contents, arrangement, and filing procedures for subject matter, historical, and numerical filing systems used by the organization, including types and purposes of documents kept presently and in the past.

Knowledge of the functions of the organization in order to locate required materials in any of several possible locations and to classify and cross reference materials accurately.

Knowledge of records management procedures for a variety of filing systems.

Knowledge of the organization's record transfer and archival practices.

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 3-3, 275 Pts.

Guidelines consist of oral instructions and written guides, which may not be applicable in every situation. Judgment is required to determine which of the guides to apply in specific cases, and to adapt procedures to accommodate unusual situations. Written guides include mail and file management handbooks, classification guides, office codes lists, and organization and telephone directories.

Factor 4 - Complexity FL 4-3, 150 Pts.

The work involves classifying, filing, cross-referencing, and indexing of a variety of materials and a full range of mail procedures for an organization consisting of 150 or more subunits. A wide variety of materials are received, and procedures differ according to the type of material or mail processed. The subject matter of materials may not be clearly identifiable or may be scientific or technical in nature. The incumbent must make a thorough study of each item of correspondence in order to determine the appropriate action.

Factor 5 - Scope and Effect FL 5-2, 75 Pts.

Work is related to the prompt and efficient routing of private and official correspondence and the filing, classification, cross-referencing, and indexing of materials. The service provided affects timeliness and reliability of services provided by the units and offices serviced. The accuracy of classification, indexing, and cross referencing determinations affects the reliability of information provided to the serviced units.

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 1045 Pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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