



U.S. DEPARTMENT of COMMERCE
Office of Human Resources Management

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Mail Clerk 04

GS-0305-04

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.

II. DUTIES AND RESPONSIBILITIES

Sorts mail addressed in a variety of ways for distribution to 150 or more delivery points. Reads and classifies mail to ensure proper distribution throughout the organization. Obtains receipt signatures as necessary.

Records and controls incoming and outgoing registered, insured, and certified mail; completes forms for return to Post Office. Screens outgoing materials to assure that they are in proper format and addressed in accordance with appropriate regulations; returns or contacts originator to resolve errors or discrepancies.

Performs various related clerical duties, such as rerouting misdirected mail, date stamping, counting mail, screening priority items, and preparing routing and control forms.

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 to the appropriate unit.

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.

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 3-2, 125 Pts.

Guidelines consist of numerous standing oral instructions and written procedural guides, such as office code lists, organization directories, and handbooks, which are applicable in different work situations. The employee must use judgment in selecting and applying the proper guide.

Factor 4 - Complexity FL 4-2, 75 Pts.

The work involves a variety of mail processing duties. Procedures differ according to the type of mail processed.

Factor 5 - Scope and Effect FL 5-1, 25 Pts.

The purpose of the work is to provide efficient mail service to units serviced. 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 mail room 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 770 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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