

MAIL HANDLER TECHNICIAN, MH-05

FUNCTIONAL PURPOSE

At a centralized pouching point, opening unit or routing point in largest post offices, performs the sorting of pouches, sacks and/or trays of preferential mail and routes them to the appropriate processing or dispatching point. This includes incoming and outgoing surface pouches, incoming and outgoing airmail pouches, transit pouches, incoming and transit sacks of newspapers, and sacks of special delivery and special handling parcels and papers.

OPERATIONAL REQUIREMENTS

This position is for use only in sectional centers and other large post offices (over 500 employees) where the volume of incoming, outgoing or transit mail warrants a centralized pouching point or opening unit or routing point substantially on a full-time basis during the tour involved.

DUTIES AND RESPONSIBILITIES

1. At a centralized pouching or routing point, examines, sorts and routes several hundred pouches and sacks of preferential mail daily to appropriate processing and dispatching points. While scheme knowledge is not required, incumbent must be familiar with dispatch times and changes in routing at different times of tour. Maintains record of late arriving pouches and sacks and advises supervisory employees of late arriving mail or mail, which fails to make the correct dispatch. Provides on-the-job training for employees assigned to centralized pouching and/or routing points. Performs loading, unloading, dumping, sacking and other mailhandler functions as required.

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2. At a centralized pouching point or opening unit, performs the sorting of pouches or sacks of preferential mail and routes them to proper processing point; opens and dumps pouches and sacks at the incoming or transit opening unit and separates contents in accordance with classifications. Is responsible for routing mail promptly to pouch racks, newspaper racks, distribution cases and other processing point within each working area. Sorts and routes pouches and sacks to star routes, railroads, highway post offices, and airlines. Maintains records of late arriving pouches and sacks and advises supervisory employees of late arriving mail which fails to make the proper dispatch. Provides on-the-job training to employees assigned to centralized pouching or opening unit. Performs loading, unloading, dumping, sacking and other mailhandling functions as required.

SUPERVISION

Supervisor, Distribution operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0012

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