

# Work for the best.

## United States Postal Service®

If you are looking to become a part of a forward thinking, fast acting organization that provides quality products and services to its customers; then look no further.



**The United States Postal Service is looking nationwide to hire temporary Postal Support Employees that are highly skilled and motivated for the following positions:**

**Clerks, Data Conversion Operators**

**Markup Clerk Automated**

**Custodians**

**Building Maintenance Custodians**

**Maintenance Support Clerks**

**Maintenance Mechanics**

**Garageman/Junior Mechanics**

**Automotive Mechanics**

**Motor Vehicle Operators**

**Tractor Trailer Operators**

**Administrative Clerks**

**Tools & Parts**

**\* Testing is required for all positions. Vacation and health benefits available.**

To learn more and apply for these exciting opportunities, please visit us at [www.usps.com/employment](http://www.usps.com/employment).



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**PSE CLERK PS-06**

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**FUNCTIONAL PURPOSE**

Performs a variety of clerical duties to support day to day operations.

**OPERATIONAL REQUIREMENTS**

This position is to be used for non-career Postal Support Employee positions only.

PSE positions may perform a variety of duties in addition to the position described, in one or more of the following craft areas, to support day to day operations of the USPS: mail processing, retail/customer services, maintenance, and motor vehicle.

**DUTIES AND RESPONSIBILITIES**

Performs one or a combination of the following duties listed below:

1. Utilizes a phone and computer to answer and respond to customer inquiries pertaining to the delivery status or disposition of an article of mail. May provide guidance to customers related to mailing standards and preparation.
2. Performs a variety of administrative duties including, but not limited to: preparing new file folders, transmitting folders and information, answering telephones, preparing requisitions, typing, affixing labels to mail, preparing forms, and operating office equipment.
3. Sorts and distributes incoming and outgoing mail using the appropriate sort program or manual distribution scheme.
4. Performs stock control and clerical duties in the filing of requisitions, maintenance of records, taking of inventories, and related property and supply activities.
5. Examines incoming inventory and verifies the quantity and condition of the items.
6. Operates automated or mechanized mail processing equipment.
7. Prepares reports and paperwork as well as maintains records.
8. Interacts with internal and external customers.
9. Follows established safe work methods, procedures and safety precautions while performing all duties.
10. Performs other duties as assigned.

**SUPERVISION**

Supervisor of unit to which assigned

**SELECTION METHOD**

See Handbook EL-312, Chapter 2 - Selection Policies for Non-career Recruitment.

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