

(6) POSITION.—FILE CLERK—LEVEL 3.

BASIC FUNCTION.—Sets up and maintains files on one or more subject matters.

DUTIES AND RESPONSIBILITIES.—

(A) Prepares new file folders and maintains existing folders in correct order as prescribed in the established filing system.

(B) Transmits folders or information contained therein to authorized personnel (for example, forwards personnel folders to requesting supervisors, or copies data from folders to satisfy requests).

(C) Opens, sorts, and searches file material, and maintains files in up-to-date condition.

(D) In addition, may perform any of the following duties:

(i) Types from rough draft or plain copy.

(ii) Answers telephones.

(iii) Prepares requisitions for supplies.

(iv) Operates a mimeograph machine.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a designated supervisor.

(7) POSITION.—TYPIST—LEVEL 3.

BASIC FUNCTION.—Types material such as forms, correspondence, and stencils from rough draft or plain copy.

DUTIES AND RESPONSIBILITIES.—

(A) In accordance with instructions and information furnished by supervisor, types forms, standard reports, and documents such as invitations to bid, orders, contracts, invoices, personnel actions, and related materials.

(B) Types correspondence and memoranda from rough drafts or general information.

(C) Cuts stencils for instructions, circulars, and other general uses.

(D) In addition, may perform any of the following duties:

(i) Transcribes from a dictating machine.

(ii) Operates a mimeograph machine.

(iii) Files, checks requisitions, prepares vouchers, and answers the telephone.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a designated supervisor.

(8) POSITION.—MAIL HANDLER—LEVEL 3.

BASIC FUNCTION.—Loads, unloads, and moves bulk mail, and performs other duties incidental to the movement and processing of mail.

DUTIES AND RESPONSIBILITIES.—

(A) Unloads mail received by trucks. Separates all mail received by trucks and conveyors for subsequent dispatch to other conveying units, and separates and delivers working mails for delivery to distribution areas.

(B) Places empty sacks or pouches on racks, labels them where labels are prearranged or racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks, closes and locks same. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.

(C) Handles and sacks empty equipment, inspects empty equipment for mail content, restrings sacks.

(D) Cancels stamps on parcel post, operates canceling machines, carries mail from canceling machine to distribution cases.

(E) Assists in supply and slip rooms and operates addressograph, mimeograph, and similar machines.

(F) In addition, may perform any of the following duties:

(i) Acts as armed guard for valuable registry shipments and as watchman and guard around post office building.

(ii) Makes occasional simple distribution of parcel post mail requiring no scheme knowledge.

(iii) Operates electric fork-lift trucks.

(iv) Rewraps soiled or broken parcels.

(v) Performs other miscellaneous duties, such as stamping tickets, weighing incoming sacks, cleaning and sweeping in work-rooms, offices, and trucks where such work is not performed by regular cleaners.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman or other designated supervisor.

(9) POSITION.—GARAGEMAN—LEVEL 3.

BASIC FUNCTION.—Performs a variety of routine services incidental to the proper maintenance of motor vehicles.

DUTIES AND RESPONSIBILITIES.—

(A) Lubricates trucks in accordance with lubrication charts and type of truck.

(B) Changes crankcase oil and filter cleaners and cleans case in conformance with instructions and vehicle mileage.

(C) Changes tires and makes necessary repairs.

(D) Washes and steam-cleans trucks.

(E) Assists automotive mechanics.

(F) Fuels and oils trucks.

(G) Cleans garage, garage office, swing room, and washroom, as assigned.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a foreman of mechanics or other designated supervisor.

(10) POSITION.—MOTOR VEHICLE OPERATOR—LEVEL 4.

BASIC FUNCTION.—Operates a mail truck on a regularly scheduled route to pick up and transport mail in bulk.

DUTIES AND RESPONSIBILITIES.—

(A) Picks up and delivers bulk quantities of mail at stations, branch offices, and terminal points; as required, picks up mail from collection boxes and deposits mail in relay boxes.

(B) Operates truck in conformity with time schedules and rules of safety, and in accordance with instructions regarding the route for which responsible.

(C) Ascertains the condition of the truck prior to leaving and upon returning to the garage; reports all accidents, mechanical defects noted, and mechanical failures while on route.

(D) In addition, may perform any of the following duties:

(i) Drives a tractor and semitrailer on occasion, unloading bagged mail and packages at post offices and picking up mail for delivery to a central point.

(ii) Prepares daily trip reports showing work performed.

(iii) Makes minor mechanical repairs to truck in emergencies while on route.

ORGANIZATIONAL RELATIONSHIPS.—Reports to a superintendent of motor vehicles or other designated supervisor.

(11) POSITION.—CITY OR SPECIAL CARRIER OR SPECIAL DELIVERY MESSENGER—LEVEL 4.

BASIC FUNCTION.—Is responsible for the prompt and efficient delivery and collection of mail on foot or by vehicle under varying conditions in a prescribed area within a city. As a representative of the postal service, maintains pleasant and effective public relations with