

SPECIAL POSTAL CLERK

Employee Survey

During the two week period of _____ to _____, the senior clerk on duty was _____. During this period of time when there was no supervision, I performed these duties on a routine and regular basis.

Makes primary and one or more secondary distributions of incoming or outgoing mails, or both based on knowledge of the applicable distribution scheme or schemes.

Maintains direct contacts with persons picking up mails in bulk form from or delivering it to the postal facility during the tour.

Personally resolves problems of a routine nature arising during the tour and decides when problems warrant contacting a supervisor at his home or other location away from the facility.

Keeps required records for such matters as mail on hand and processed

May provide leadership to one or more clerks when assigned to the tour or a portion of the tour.

Signature / Date

Office