

SDUS DISTRIBUTION CLERK (P7-06)
OCCUPATION CODE: 2315-XXXX

FUNCTIONAL PURPOSE

Operates and performs minor maintenance tasks on the Small Delivery Unit Sorter (SDUS). Performs a variety of distribution duties and customer support services for products.

OPERATIONAL REQUIREMENTS

This position is only authorized in non-maintenance capable facilities.

DUTIES AND RESPONSIBILITIES

1. Performs simple adjustments, alignments, and preventative servicing tasks that do not require removal of safety guarding or exposure to moving components.
 - a) Cleans sensors.
 - b) Performs simple sensor adjustments.
 - c) Clears non-routine jams.
 - d) Cleans exposed belt surfaces.
 - e) Performs computer reboots.
 - f) Empties compressor condensate collection system.
 - g) Performs mail sweeps on the SDUS machine
 - h) Evaluates an e-stop condition at a high level and resets the estop system as needed.
2. Maintains an awareness of equipment operation especially excessive heat, vibration, and noise; reports obvious equipment malfunctions, hazards, or wear to supervisor. Reviews and develops job safety analysis.
3. Completes or initiates work record sheets, as required.
4. Follows all established safety practices and requirements while performing duties including proper use of any required Personal Protective Equipment (PPE).
5. May assist with preparing work areas with necessary Mail Transportation Equipment for the machine.
6. Performs startup of equipment, selects and loads sort plans, loads mail onto feed belt, monitor bins, retrieves and stages parcel containers.
7. Provides guidance and training to clerks operating the machine as needed.
8. May assign and clear accountable items; distributes mail as required.
9. Distributes and sorts incoming mail by delivery point for the office, branch, or station.

10. May perform additional duties such as: maintain records of mails; face and cancel mail; make emergency carrier relays; label and tie out mail for dispatch and other related duties for distribution.
11. Other duties as assigned.

SUPERVISION

Supervisor, Customer Services, or another supervisor/designee.

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

**BARGAINING UNIT QUALIFICATION STANDARD
(2315-XXXX)**

SDUS DISTRIBUTION CLERK

DOCUMENT DATE:

FUNCTION:

Operates and performs minor maintenance tasks on the Small Delivery Unit Sorter (SDUS). Performs a variety of distribution duties and customer support services for products.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. In certain circumstances, applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Failure to demonstrate any KSA is disqualifying.

1. Ability to perform basic mathematical computations refers to performing basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions and decimals.
2. Ability to work independently refers to following either spoken or written instructions or directions, multitasking and organizing time effectively to perform work assignments, either with or without direct supervision.

3. Ability to reference, comprehend and use information refers to gathering information from both oral and written sources, retaining it for future use, providing it in response to request (e.g., on forms), and using it to identify the appropriate course of action to resolve a situation based upon postal laws, regulations, and current procedures.
4. Ability to safely perform the duties common to the position.
5. Knowledge of postal products and services including appropriate Postal regulations regarding mail service (e.g., domestic and international mail requirements, classes of mail).
6. Ability to perform simple adjustments, alignments and/or preventative servicing tasks on mechanical equipment.
7. Ability to operate sorting equipment, including activities such as startup of equipment, select and load sort plans, load mail onto feed belt, monitor bins, retrieve and stage parcel containers.
8. Knowledge of all established safety practices and requirements including proper use of any required Personal Protective Equipment (PPE).

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment CS (477).

TRAINING REQUIREMENTS:

Must pass SDUS Operator training.

PHYSICAL REQUIREMENTS:

Individual must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

SDUS Distribution Clerks must work an assigned tour and days of work.

SDUS Distribution Clerks must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

SDUS Distribution Clerks are required to provide service to the public. They must maintain a neat and professional appearance in such interactions, including wearing a uniform and name tag when required.