**CLASSIFICATION SERIES:** Mail Clerk/Messenger  
**SERIES NO.:** 1273  
**MAJOR AGENCIES:** Attorney General only  
**EFFECT. DATE:** 01/01/1980  
**NEW EFF. DATE:** 01/13/1991

**SERIES PURPOSE:**  
The purpose of the mail clerk/messenger occupation is to process incoming & outgoing U.S. & inter-office mail & deliver, pick up, move, load & carry mail, messages, office furniture &/or office equipment.

**CLASS TITLE:** Mail Clerk/Messenger  
**CLASS NUMBER:** 12731  
**EFFECTIVE DATE:** 01/01/1980  
**NEW EFFECTIVE DATE:** 01/13/1991

**CLASS CONCEPT:**  
The full performance level class works under immediate supervision & requires working knowledge of agency & federal postal regulations & procedures in order to open, sort, stamp & deliver incoming &/or outgoing mail & to deliver, pick-up &/or move office furniture & office equipment.
JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

- Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process or hand processes incoming &/or outgoing mail (e.g., sorts; date & time stamps; opens; bundles; addresses; registers) & delivers to appropriate office &/or picks up mail, parcels &/or messages.
- Loads & unloads trucks; prepares UPS or express letters or packages; posts money on to meter machine; posts figures; stuffs envelopes; inventories &/or distributes supplies; labels, folds, &/or staples materials; photocopies materials; delivers, picks up &/or moves office furniture &/or equipment.
- Performs miscellaneous clerical tasks (e.g., answers telephones, files).

MAJOR WORKER CHARACTERISTICS:
Knowledge of agency & federal postal regulations & procedures*; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of postage equipment*. Ability to sort items into categories according to established methods; complete routine forms or records; stand, walk or bend continuously; lift up to 100 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences; ability to lift up to 100 lbs; 1 course in public relations (or 1 month experience); must possess a valid driver's license.

Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May be exposed to loud or constant noise from office machines; may be required to work outside, exposed to weather; may be required to work overtime.