

---

**CITY CARRIER ASSISTANT TECH 2 CC-02**

---

**FUNCTIONAL PURPOSE**

Delivers mail on foot or by vehicle for a designated group of not less than five city routes during the absence of the regularly assigned carrier.

**OPERATIONAL REQUIREMENTS**

This occupation code is to be used pursuant to the provisions of Article 7.C.2 of the National Association of Letter Carriers collective bargaining agreement in order to meet the fundamental changes in the business environment, including, but not limited to flexible windows which may be necessary to develop and provide new products and services.

**DUTIES AND RESPONSIBILITIES**

1. Serves any route in his or her group during absence of the regular carrier and performs complete and customary duties of a carrier (city or special).
2. Observes and notes conditions of the route while making deliveries.
3. May instruct new carriers in his or her group on office and street duties and responsibilities. Indicates best techniques for prompt, efficient, and safe serving of the route.
4. Observes the coverage of routes in his or her group during vacation periods and on occasions of multiple absences and reports findings to the supervisor in charge.
5. Works with carriers in his group on improving delivery service and obtaining cooperation from customers.

**SUPERVISION**

Supervisor, Customer Services, or other designated supervisor.

**SELECTION METHOD**

CCAs are appointed and reappointed in accordance with the NALC National Agreement and Postal policies in Handbook EL-312, Employment and Placement.

**BARGAINING UNIT**

CITY CARRIER

**KEY POSITION REFERENCE**

KP-0015

(End of Document)