
MAIL HANDLER ASSISTANT MH-04

FUNCTIONAL PURPOSE

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

OPERATIONAL REQUIREMENTS

This occupation code is to be used pursuant to the provision of Article 7.1.C of the USPS and the National Postal Mail Handlers Union Agreement.

DUTIES AND RESPONSIBILITIES

1. Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.
2. Places empty sacks or pouches on racks, labels them where prearranged or where 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 and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.
3. Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.
4. Cancels stamps on parcel post, operates cancelling machines, and carries mail from cancelling machine to distribution area.
5. Assists in supply and slip rooms and operates copy machine and related office equipment.
6. In addition, may perform any of the following duties: make occasional simple distribution of parcel post mail that requires no scheme knowledge; operate electric fork lifts; rewrap damaged parcels; weigh incoming sacks; clean and sweep work areas, offices rest rooms, and trucks where work is not performed by a regular cleaner.
7. Operates equipment and machinery assigned to the jurisdiction of the Mail Handler Union.
8. Performs other duties as assigned.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

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

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

(Continued on next page)

MAIL HANDLER ASSISTANT MH-04
Occupation Code: 2315-0085

REQUIREMENTS

1. MAIL HANDLER ASSISTANT - Essential
Scale: Yes/No_Qualification Proficiency: Yes
FUNCTION

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

DESCRIPTION OF WORK

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

EXAMINATION REQUIREMENTS

Applicants must successfully complete Postal Service Test 473, which includes the following measures of job-related knowledge, skills, and abilities:

- A. Address Checking
- B. Forms Completion
- C. Coding & Memory
- D. Personal Characteristics and Experience Inventory

PHYSICAL REQUIREMENTS

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation. Duties require arduous exertion involving lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 70 pounds.

ADDITIONAL PROVISIONS

Mail Handlers must work in an industrial plant environment for their assigned tour and days of work. Mail Handlers must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

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