

SPBS Clerk

THIS IS NOT AN OFFICIAL POSTAL SERVICE JOB DESCRIPTION. IT IS A GENERAL SUMMARY OF THE DUTIES OF A SMALL PARCEL BUNDLE SORTER CLERK, DESIGNED TO ASSIST TREATING PHYSICIANS IN THEIR RECOMMENDATIONS FOR APPROPRIATE WORK RESTRICTIONS.

All Clerks perform office duties.

Office duties for SPBS Clerks include “keying”, “sweeping”, repositioning hampers and moving equipment. Each eight-hour workshift includes a 30-minute lunch break and two 10-minute breaks.



FEEDING THE SPBS



KEYING ZIP CODES



SWEEPING THE SPBS



REPOSITIONING A HAMPER



MOVING A HAMPER



MOVING A GPMC (CAGE)



MOVING A DOLLY



MOVING A HAMPER

Keying: 40-50% of work day

Bundles of small parcels (primarily bundles of magazines, catalogs, etc.) are automatically fed into the Small Parcel Bundle Sorter (SPBS) machine on a conveyer belt. The Clerk holds individual parcels and bundles in his/her left hand in order to read the ZIP code of the addressee. The Clerk enters the ZIP code on a numeric keypad with his/her right hand and then pushes the bundle onto a second conveyer belt. The parcel is then automatically delivered to the correct sorting chute. The Clerk is seated during this process.

Sweeping: 40-50% of work day

Parcels and bundles occasionally “jam up” or fail to slide all the way down a sorting chute. The Clerk clears “jams” as necessary, and “rakes” or pulls bundles of mail from the sorting chutes of the SPBS into large hampers.

Repositioning Hampers: 5% of work day

As hampers fill with parcels, the Clerk removes full hampers of mail from under the SPBS sorting chutes and replaces them with empty hampers.

Moving Equipment: 5% of work day

The Clerk may move containers such as “cages” (also called GPMCs, or General Purpose Mail Containers), Nutting trucks (dollies), or hampers. When moving any container, the Clerk stands behind the container and pushes it.