

LETTER CARRIER'S JOB DESCRIPTION

OFFICE DUTIES

(Circle the appropriate casing system and fill in the blanks)

A Letter Carrier is responsible for preparing letter size and magazine size mail (flats) for delivery by putting both types of that mail in delivery sequence. The employer insists on minimum overtime usage, and on many occasions instructs the employee to perform his/her duties without the use of overtime.

The preparation of letter size mail and flat size mail for delivery requires standing for approximately ____ to ____ hours and on a few occasions of up to ____ hours.

DPS OFFICE ONE BUNDLE SYSTEM

This system of casing mail requires the patient to case both letter and flat size mail into one case.

The preparation of casing flats require lifting tubs 9 flats weighing as much as 70 pounds and placing them on a ledge for casing. Then picking up about 6 inches of this mail type, placing them on your left forearm and inserting them into mail separations through the use of the right hand.

The preparation of letter size mail requires the patient to lift trays of letters weighing approximately 15 to 20 pounds, place them on a ledge where he/she can grab a handful of letters with the left hand, then "peel" off one letter at a time with the right hand using one's thumb, then sorting that letter into the mail case. The patient takes approximately ____ to ____ hours to case both flat and letter size mail into the mail case.

Once the casing procedure is completed, the flats and letters are then placed in trays. The tray of flats can weigh up to 70 pounds. The casing and pulling down of mail requires repetitive bending, lifting, stooping and twisting, sometimes with weight in the carriers hands and/or arms. In addition to the normal mail, the patient often is required to prepare bundles of circulars (e.g. Advo) for delivery. These circulars are often bulky and heavy.