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Postal Support Employee (PSE) Mail Processing Clerk

PSE Mail Processing Clerks perform a variety of duties to process mail using automated mail processing equipment or manual methods of sortation and distribution of the mail.

- Benefits may include paid vacation leave and health insurance.
- Part-time, non-career position, which may lead to a full time career position; however, there is no guarantee.
- Hours will vary and include overnight work, holidays, and weekends; there is no guarantee.
 - *Example: You may work 20 hours one week and 60 hours the following week. You may be scheduled to work on varying shifts to include hours between 3:00 p.m. and 6:00 a.m.*
- You must be flexible with little to no lead time or advance notice of a schedule change.
- You will do sortation of outgoing and/or incoming mail using the appropriate sort program or manual distribution scheme.
- You will load mail onto automated equipment, monitor flow of mail to ensure continuous feed, and remove sorted mail from bins for dispatch based on schedules or at the instruction of supervisors.
- You will operate and ensure all equipment and materials are in place.
- You may provide services at a public window for non-financial transactions, maintain records of mail, examine balances in advance deposits accounts, and record and bill mail requiring special service.
- Duties are physically demanding requiring moderate to heavy lifting, carrying, prolonged standing, walking, and reaching.
- You must follow established safe work methods and procedures.

The USPS is an equal opportunity employer and a top employer of veterans.

Emails will come to you from USPS.gov; USPIS.gov; geninfo.com; psionline.com