

Post Office Clerk Job Description

- Ensure the integrity of the mail and packages
- Sort packages by destination
- Prepare outgoing mail for shipping
- Provide customers with accurate, efficient, and courteous service to meet USPS standards. Help customers find the package they are looking for
- Prepare incoming mail for sorting and delivery
- Make sure the office is in order and tidy
- Provide customer service to customers
- Maintain security of the building and grounds around the building
- Instruct customers on various postal regulations, practices, and policies
- Maintain the office supplies
- Communicate with customers regarding postal regulations, practices, and policies
- Process outgoing mail by preparing it for shipping or delivery
- Detect unauthorized use of the office
- Prepare outgoing mail for shipment
- Maintain correspondence files
- Prepare incoming mail for sorting and delivery
- Process incoming mail by preparing it for sorting or delivery.