

USPS City Carrier Associate Job Description

- Deliver mail to customers in their area of responsibility
- Pick up mail from customers for delivery to other postal employees or carriers
- Maintain customer records, including address changes and new addresses
- Answer questions from customers regarding their mail
- Work with supervisors to ensure that work assignments are assigned properly
- Complete paperwork related to work activities
- Activate equipment as needed
- Schedule deliveries
- Open doors when necessary.