

USPS Holiday Clerk Assistant Job Description

- Answers inquiries over the phone and in person, resulting in appropriate action (such as adding an item to a mailing list or changing a delivery address)
- Transcribes records for the record keeper (by recording information about incoming and outgoing mails, for example)
- Transmits incoming mail electronically or by hand to the correct destination for the next stage of processing
- Compiles reports or other data using automated systems for management information on incoming and outgoing mail activity (for example, to prepare financial reports)
- Distributes or receives outgoing mail from the post office or from carriers. This includes sorting their arrival in one place, storing them appropriately, etc.
- Chooses the most suitable container to fill up inside a Post Office
- Obtains the address information of a customer and sends it in a letter to that customer's home or office.