

USPS Mail Handler Assistant Job Description

- Ensure that all mail and packages are processed according to the postal regulations and procedures
- Assist mail carriers when they deliver mail or packages to customers
- Answer customer inquiries regarding mail and package delivery
- Process mail and packages using equipment supplied by the Postal Service. (For example, use a scale to weigh packages.)
- Work with other employees to ensure that mail and packages are delivered properly
- Process mail and packages using equipment provided by the Postal Service
- Weigh items to determine postage rates and charges
- Count letters, flats, and parcels to determine postage amounts
- Sort mail into appropriate bins based on destination; sorting mail may include placing it in an envelope
- Place mail in boxes, bags, or containers
- Load mail onto trucks or conveyors
- Place mail in mailboxes or mail chutes
- Unload mail from trucks or conveyors. (This may be done manually or automatically.)
- Transport mail to designated locations
- Move mail between buildings
- Use hand-held devices to detect missing mail
- Transport mail to different parts of the country
- Perform other duties as assigned.