

USPS Mail Handler Job Description

- Collecting letters and parcels from customers
- Filling out delivery forms
- Preparing packages for mailing
- Maintaining records of incoming and outgoing mail
- Processing mail through sorting machines
- Stamping envelopes with postage
- Assisting customers with their correspondence
- Keeping track of customer complaints and requests
- Checking that mail has been delivered as promised
- Handling lost or damaged mail
- Other duties as required.