USPS PSE Mail Processing Clerk Job Description

- Process mail, mailpieces and mixed mail using USPS PSE parcel and expedited delivery services
- Maintain inventory, prepare for incoming shipments
- Sort mail for individual cities, states, regions of the US
- Prepare bills-of-lading or other such documents as necessary
- Take tracking and delivery reports when required by management
- Ensure safe operating environment in the warehouse by ensuring that all conditions are met to prevent occupational hazards
- Provide valuable customer service to PSE customers
- Complete all required paperwork in accordance with local and federal regulations
- Assist customers by retrieving and processing information from the Internet, scanning documents and taking photographs
- Regularly clean work area to ensure safety
- Scan for errors, add zip codes to several hundred pieces of mail a day
- Use postal keys during shift if required to keep up with volume of mail that needs to be locked/unlocked (less than 2 hours a day).