

USPS Rural Carrier Assistant Job Description

- Transports mail between the Post Office and rural postal customers
- Carries mail and supplies on foot, or in a mail truck, to and from vehicles, buildings or carriers' routes within a designated area
- Prepares mail for distribution by placing it in sacks according to its destination; distributing sacks to post offices or stations; canceling, stamping, and tagging sacks; counting, weighing, and computing postage; recording receipt of money order and registered mail fees
- Counts mail by hand, meter, or computer; collects revenue for items mailed
- Sorts and distributes incoming or outgoing mail in building lobbies, or in trucks for local delivery
- Maintains a log of hours worked, vehicle mileage, or weight and measure of parcels handled during a specified period
- Keeps a record of all money received and deposited for remittance to a postmaster
- Assembles, or repairs required supply items, such as boxes, barrels, shipping papers, and sacks
- Makes trip on foot, or in any other way, to distribute mail to various delivery points within a rural area where the carrier travels with a mail truck or horse and buggy, horse trailer, or motor vehicle with a postal utility bed and hitch rack containing mail sacks or supplies for all customers within the designated area; collects from customers money orders and other forms of cash payment
- Delivers or distributes mail to the specified delivery points within the designated area
- Inspects equipment and vehicles in possession of carriers, such as electrical, heating, and lighting systems to ascertain if they are in proper working order; notifies supervising office of any defect found

- Takes care of animals used by carriers when delivering mail on horseback or during delivery of mail to customers living in rural areas; cleans animal stables and turns animals loose at end of route.