

USPS Rural Carrier Associate Job Description

- Ensure the safe and efficient delivery of mail to customers in your assigned area, including residential and commercial routes
- Deliver mail to customers using a variety of methods (e.g., hand, bicycle, motorcycle) as required by customer needs
- Assist with the processing of incoming mail for delivery to customers
- Make deliveries to customers on time
- Process outgoing mail at the post office or other designated location
- Scan and process mail items using an electronic device such as a scanner, computer, or tablet
- Sort mail into appropriate bins based on type and destination
- Receive and distribute mail from carriers and other postal employees
- Send mail to the correct address using a postage meter machine
- Maintain records of all activities performed during the work shift
- Send reports of activity to supervisors
- Take inventory of supplies and equipment used in the performance of duties
- Check and maintain equipment and vehicles used in the performance of duty
- Report any unsafe conditions encountered while performing duties
- Perform other related duties as requested by supervisor.