

Mail Clerks and Mail Machine Operators, Except Postal Service 43-9051.00



Description: Prepare incoming and outgoing mail for distribution. Time-stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages.

Other Resources:

[ONET Link](#)
[MyNextMove Link](#)

Sample of Reported Job Titles: Insert Operator, Inserter Operator, Mail Clerk

Job Zone

Title: 2 - Some Preparation Needed

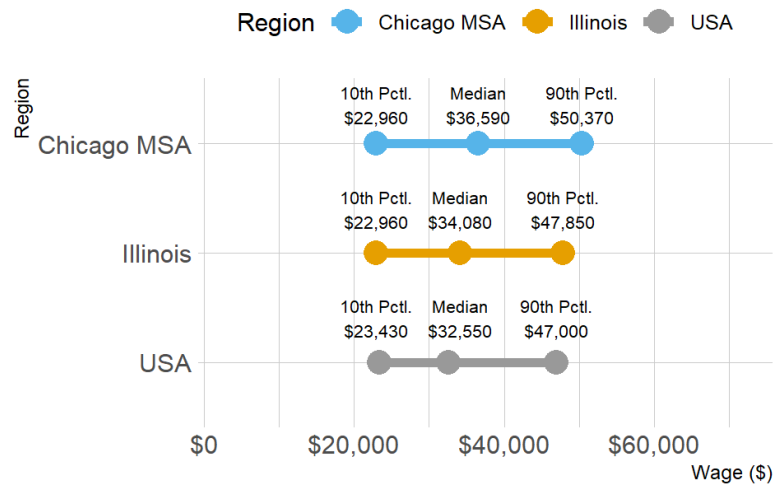
Education: Usually require a high school diploma.

Experience: Some previous work-related skill, knowledge, or experience is needed.

Training: A few months to one year of working with experienced employees needed. A recognized apprenticeship program may be associated with these occupations.

Hot Technologies: Adobe Systems Adobe Acrobat, Microsoft Access, Microsoft Office Suite

Region	Employment	Location Quotient	Median Wage
Chicago MSA	1,630	0.78	\$36,590
Illinois	2,000	0.72	\$34,080
USA	69,400	—	\$32,550



Top 5 Core Tasks According to Current Job Holders	Frequency	Importance (out of 100)
Wrap packages or bundles by hand, or by using tying machines.	Daily	89
Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.	Daily	86
Remove containers of sorted mail or parcels and transfer them to designated areas according to established procedures.	Daily	85
Sort and route incoming mail, and collect outgoing mail, using carts as necessary.	Daily	84
Affix postage to packages or letters by hand, or stamp materials, using postage meters.	Daily	83