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.

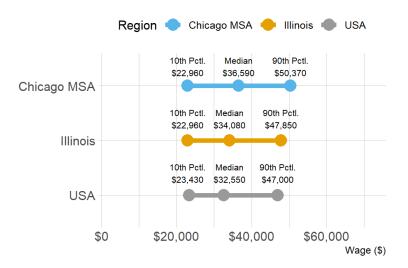
Experience: Some previous work-related skill,

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





Importance

(out of 100)

Frequency

Top 5 Core Tasks	According to Cur	rent Joh Holders
TOD 5 COLE 19282	According to Gur	rent Job Holders

Wrap packages or bundles by hand, or by using tying machines.		89
Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.		86
Remove containers of sorted mail or parcels and transfer them to designated areas according to established procedures.		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