

**Position Description**  
Qualification StandardList of Positions

U.S.Postal Service

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**PARCEL POST DIST-MACHINE**  
**OCCUPATION CODE: 2315-06XX**  
**JOB LEVEL: P7-06**

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## FUNCTIONAL PURPOSE

Makes incoming or outgoing parcel post or bundled mail separations on an electro-mechanical parcel post sorting machine or a bundle sorting machine by operation of a keyboard (1) applying machine codes to ZIP Code numbers covering delivery points such as stations and branches or (2) outgoing distribution by applying machine codes to ZIP Code, directs, alphabetical or geographic groupings, or a combination of (1) and (2).

## DUTIES AND RESPONSIBILITIES

1. Reads address on each parcel or bundle positioned on the supply belt by the facer. Associates address with the applicable machine code and depresses keys on the keyboard to set the triggering mechanism on the pallets to dump the item at the desired destination runout belt or chute.
2. When automatic feed system is not present, pushes mail items on signal by buzzer or light to respective pallets that the keying device has set to trigger at the selected destination runout.
3. May periodically change assignments during a tour with the facer if the occupant of that assignment is qualified to perform the distribution assignment.
4. Loads labels and related consumable items on machines equipped with bar code sorters.
5. Performs other clerical duties as assigned when not occupied in the keying or facing functions on the machine.
6. May operate other mail sorting machines using similar keypad after completion of appropriate training.

## SUPERVISION

Supervisor of unit to which assigned.

## SELECTION METHOD

Senior Qualified

## BARGAINING UNIT

CLERK

## KEY POSITION REFERENCE

KP-0012

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BARGAINING UNIT QUALIFICATION STANDARD  
2310B  
(2315-06XX) PARCEL POST DISTRIBUTOR (MACHINE)

**DOCUMENT DATE:**  
MARCH 9, 2010

**FUNCTION:**

Makes incoming or outgoing parcel post or bundled mail separations on an electro-mechanical parcel post sorting machine or a bundle sorting machine by operation of a keyboard (1) applying machine codes to ZIP Code numbers covering delivery points such as stations and branches; or (2) outgoing distribution by applying machine codes to ZIP Code, directs, alphabetical or geographic groupings; or a combination of (1) and (2).

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS:**

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Safety in performance of duties common to the position.
3. Ability to work with others.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 473, which includes the following measures of job-related knowledge, skills, and

**abilities:**

- A. Address Checking
- B. Forms Completion
- C. Coding & Memory
- D. Personal Characteristics and Experience Inventory

**TRAINING REQUIREMENTS:**

Applicants must demonstrate the ability to key with at least 98 percent accuracy on the type of machine, the method of distribution or separation, and at the minimum rate of distribution or separation appropriate to the position. Must be able to sort incoming or outgoing parcels by ZIP Code, directs, alphabetical, and/or geographical groupings at an average rate of at least 32 items per minute at 98 percent accuracy.

**PHYSICAL REQUIREMENTS:**

Applicant must be physically able to perform efficiently the duties of the position.

**ADDITIONAL PROVISIONS:**

Parcel Post Distributor (Machine) must work their assigned tour and days of work often within an industrial plant environment. Parcel Post Distributor (Machine) must follow Postal Service policies and procedures for personal conduct at work, including adhering to rules and regulations.

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