

F-4 LEAD CLERK TYPE OF WORK	1.6A/B	OFFICE:		
DUTIES	CLERK OR EAS?	HOW MUCH TIME SPENT PER WEEK PERFORMING SAID DUTY?	NAME AND TITLE OF PERSON INTERVIEWED	DATE OF INTERVIEW
Ordering supplies (office and retail)-Computer				
Inputting TAC rings — correcting rings and entering information from PS1260 and 1261-Computer				
Counting daily mail volume				
Entering information on P53930				
Entering daily volume information in CSAW(Customer Service Adjusted Workload)-Computer				
Checking the CSAW daily to make sure the reported mail volume and TAC Rings are correct from the previous day-Computer				
Entering Daily Goals for SSA- Computer				
Staffing for the window-Logging into EDW system for the WOS Earned — Actual Staffing Graph-Computer				
Entering information into WEBATS-Computer				
Entering information into Postal One 8RM and Postage Due Accounts - Computer				
Delivering Express and Priority Mail after the carriers leave the building				
Clearing carriers in morning and in the evening (Accountable Room)				
Ordering Stamp Stock				
Ordering Stamp Stock for APC machine				
Ordering Ready Post and other Retail products				
Auditing Retail Stamp Stock				
Auditing APC Stamp Stock				
Auditing Ready Post Products				
Auditing Cash — SSA				
Stocking Stamp Stock for Retail				
Stocking Stamp Stock for APC machine				
Stocking Ready Post and other Retail products				
General Maintenance on APC machine				
Answering Telephone inquiries				
Answering Dutch door inquiries-this would be mostly for delivery issue				

Monitor the lobby to help our customer with the APC				
Monitor the lobby to help our customer with the non-revenue transaction				
Check the reporting status of the collection boxes to make sure they have been cleared Computer				
<b>Enter or pull data information that is needed for the following programs (Moving the Mail Tools</b>				
AMS DPF Now — Address Management System				
AVUS - Automated Vehicle Utilization System				
CPMS — Collection Box Management System				
CSDRS - Customer Service Daily Reporting System				
DOIS - Delivery Operatios Information System				
FAMS — Fuel Asset Management System				
MHTS - Mail History Tracking System				
MSP Mail Service Provider Program				

Please Circle One

Have you ever conducted an audit of the clerical, administrative, or technical work perforede in this office?	Please Circle One	
	Yes	No