

## Station Check List Function 4 Clerk Type of Work



Name of Station: \_\_\_\_\_

Date : \_\_\_\_\_ Time: \_\_\_\_\_

	<b>DUTIES</b>	1.6 A/B CLERK OR EAS?	HOW MUCH TIME SPENT PER WEEK PERFORMING SAID DUTY?	NAME AND TITLE OF PERSON INTERVIEWED	DATE OF INTERVIEW
1	TACS duties				
2	Backup for TACS Duties				
3	Vacant Duty Assignments				
4	204b's				
5	Clerks on detail or higher level				
6	AM Accountable Clerk				
7	PM Accountable Clerk to clear the carriers				
8	C360 Customer 360				
9	Ordering supplies				
10	Injured carriers				
11	Works Dutch Door				
12	Lobby Assistant				
13	Stocking Ready Post and other retail products				
14	Passports				
15	Digital Fingerprinting				

<b>Steward Verification</b>	Date Verified	Notes
Overtime Desired Updated & Posted		
Vacation Calendar Posted		
Weekly Work Schedule Posted		
Inspect Union Bulletin Board		