

**STD JOB DESCRIPTION**

U.S.Postal Service

**OFFICE CLK VEHICLE OPERATIONS (P7-06)  
OCCUPATION CODE: 0301-04XX****FUNCTIONAL PURPOSE:**

Performs miscellaneous office clerical and typing duties.

**DUTIES AND RESPONSIBILITIES:**

1. Types from handwritten or other drafts, letters, memorandums, schedules, and reports; sets up the typed material in accordance with prescribed format, and assembles it for initialing, signing and dispatch.
2. Answers telephone calls to determine the nature of the call and refers to proper person for reply; in absences of superiors, answers routine questions.
3. Verifies the hours worked and absence on employee timecards. Computes the total hours worked. Makes certain that leave is properly identified. Provides information to employees on rules and regulations concerning leave. Compiles from time and attendance cards data used for preparation of man-hour reports.
4. Maintains accident register recording such information as date, time of accident, vehicle involved, parties involved, amount of damage, and description of accident; maintains accident files. Maintain follow-up on correspondence relating to accident.
5. Establishes and maintains required files; maintains a master set of scheduled vehicle runs, posting changes as they are approved.
6. As directed, prepares vehicle utilization survey charts and graphs from data obtained from prescribed forms.
7. Performs other clerical duties, as assigned.

**SUPERVISION:**

Supervisor, Transportation Operations, or other designated supervisor.

**SELECTION METHOD:**

Best Qualified

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0013

Doc Date: 11/02/1994

Occ Code: 0301-04XX

**QUALIFICATIONS**

U.S.Postal Service

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**BARGAINING UNIT QUALIFICATION STANDARD**

Q0301z

(0301-04XX)

OFFICE CLERK, VEHICLE OPERATIONS

**DOCUMENT DATE:** September 8, 2009**FUNCTION:**

Performs miscellaneous office clerical and typing duties.

**DESCRIPTION OF WORK:**

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

**REQUIREMENTS:****KNOWLEDGE, SKILLS, & ABILITIES 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 maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

**PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

**Doc Date: 09/08/2009****Occ Code: 0301-04XX**