

POSTAL SERVICES REPRESENTATIVES

NOC 64401

Serve customers and record transactions at sales counters and postal wickets. They maintain inventory and order supplies in post offices and internal mail rooms.



3-YEAR OUTLOOK

Undetermined

3-YEAR JOB OPENINGS

42

MEDIAN HOURLY WAGE

$22.00

$15.90 LOW — $29.00 HIGH

TYPICALLY REQUIRED

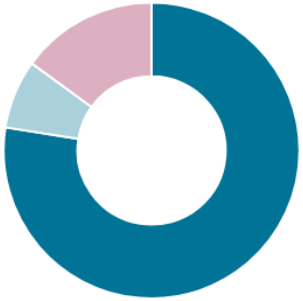
High school / on-the-job training

EMPLOYED

251

AVERAGE SALARY

$51,000



EMPLOYMENT BY INDUSTRY

77.5%	Transportation and warehousing
7.5%	Public administration
Suppressed	Suppressed
15.0%	All Other Industries

EMPLOYMENT BY AGE

Suppressed	15-24
Suppressed	25-34
Suppressed	35-44
Suppressed	45-54
Suppressed	55-64
Suppressed	65+

ALSO KNOWN AS

- Bus Parcel Express Clerk
- Express Mail Service Clerk
- Mail Clerk
- Mail Room Clerk
- Postal Counter Clerk
- Postal Wicket Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Calculate and affix the correct postage on letters, parcels and registered mail and receive payment from customers
- Sell stamps, prepaid mail and courier envelopes and money orders
- Route mail to the proper delivery stream
- Sign or obtain signatures from recipients for registered or special delivery mail and keep records
- Answer inquiries and complete forms regarding change of address, theft or loss of mail
- Record and balance daily transactions.

