

SUPERVISOR WORK – SHOULD and can be CLERK WORK

1. Ordering supplies (office and retail)-Computer
2. Inputting TAC rings – correcting rings and entering information from PS1260 and 1261-Computer
3. Counting daily mail volume
4. Entering information on PS3930
5. Entering daily volume information in CSAW(Customer Service Adjusted Workload)-Computer
6. Checking the CSAW daily to make sure the reported mail volume and TAC Rings are correct from the previous day-Computer
7. Entering Daily Goals for SSA- Computer
8. Staffing for the window-Logging into EDW system for the WOS Earned – Actual Staffing Graph-Computer
9. *Entering information into WEBATS-Computer*
10. *Entering information into Postal One BRM and Postage Due Accounts - Computer*
11. Delivering Express and Priority Mail after the carriers leave the building
12. *Clearing carriers in morning and in the evening (Accountable Room)*
13. Ordering Stamp Stock
14. Ordering Stamp Stock for APC machine
15. Ordering Ready Post and other Retail products
16. Auditing Retail Stamp Stock
17. Auditing APC Stamp Stock
18. Auditing Ready Post Products
19. Auditing Cash – SSA
20. Stocking Stamp Stock for Retail
21. Stocking Stamp Stock for APC machine
22. Stocking Ready Post and other Retail products
23. General Maintenance on APC machine
24. Answering Telephone inquiries
25. Answering Dutch door inquiries-this would be mostly for delivery issue
26. Monitor the lobby to help our customer with the APC
27. Monitor the lobby to help our customer with the non-revenue transaction
28. Check the reporting status of the collection boxes to make sure they have been cleared
Computer

Enter or pull data information that is needed for the following programs (Moving the Mail Tools)

29. AMS DPF Now – Address Management System
30. AVUS - Automated Vehicle Utilization System
31. CPMS – Collection Box Management System
32. CSDRS - Customer Service Daily Reporting System
33. DOIS - Delivery Operations Information System
34. FAMS – Fuel Asset Management System
35. MHTS - Mail History Tracking System
36. MSP – Mail Service Provider Program