



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

July 22, 1983

ARTICLE	25
SECTION	
SUBJECT	Admin clerk Exp Mail

Mr. Gerald Anderson
Assistant Director
Clerk Division
American Postal Workers Union,
AFL-CIO
817 - 14th Street, N.W.
Washington, D.C. 20005-3399

Re: Class Action
Ft. Myers, FL 33906
H1C-3W-C 19620

Dear Mr. Anderson:

On July 5, 1983, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

The question raised in this grievance involved the level of the duties performed by the Clerk Typist, PS-4.

After further review of this matter, we mutually agreed that no national interpretive issue is fairly presented in the particulars evidenced in this case. The following duties are the core duties of the Administrative Clerk-Express Mail, PS-5:

- Prepares required reports such as Postal Inspector, Headquarters Service Analysis, weekly, bi-weekly, accounting period and other related reports.
- Provides other Express Mail Service offices with information relating to service commitment irregularities, proof of delivery receipts, service breakdown areas, verification of claims, network revisions, customer irregularities, and other matters.
- Examines and investigates Express Mail Service claims for postage refunds and merchandise/document reconstruction insurance. Ensures that all claims are filed in a timely manner.


- Receives changes to surface and air transportation routes; updates all related records, files schedule logs and service agreements with pertinent change information and notified appropriate units.
- Answers common inquiries about service features such as, but not limited to weight limitations, allowable sizes, acceptance and delivery schedules, procedures for processing claims in case of failures, or refunds of postage directly.

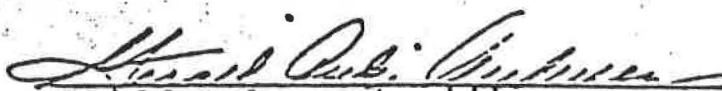
Whether the Clerk-Typist is performing these core duties, which would justify higher level pay, can only be determined by a review of the specific duties performed, and then, compare them to the core duties outlined above.

Accordingly, as we further agreed, this case is hereby remanded to the parties at Step 3 for further processing if necessary.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to remand this case.

Sincerely,


Carlton D. Robinson
Labor Relations Department


Gerald Anderson
Assistant Director
Clerk Division
American Postal Workers Union,
AFL-CIO