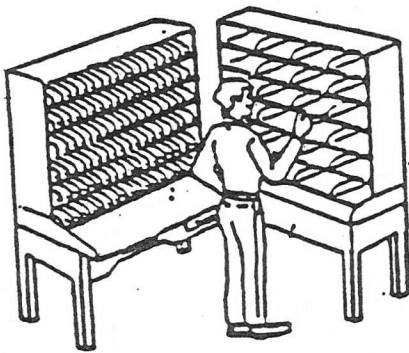


City Letter Carrier Duties

This article should be saved and shared with your doctor to better explain the duties of your job.

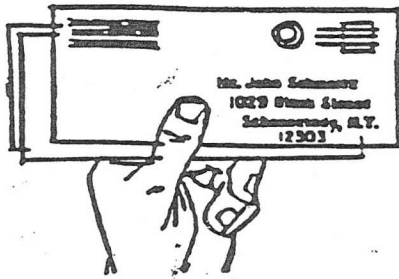
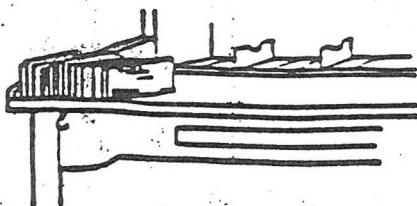
As you can see from the diagram below, a carrier is standing and "casing" mail into the letter case on the left and the flat case on the right. (Not all cases conform to this standard.) Only at times is a letter carrier in a sedentary position, on a stool for writing forms (certified letter notices, etc.) during office work. The letter carrier and equipment pictured is for your approximation in comparison for height.



City Letter Carriers have alternating duties. An average morning goes somewhat as follows:

The first 1-2 hours are spent putting mail into the letter case. The activities then shift to 30 minutes to an hour of casing into flat equipment. (Vertical flat cases are standard.) A second shift of duties is to complete the forms necessary for the day (notices, COA's, etc.) which takes approximately 15-20 minutes. The final delivery prep is removing the letters and flats from the cases and placing it in trays, in route sequence order, approximately 30-45 minutes.

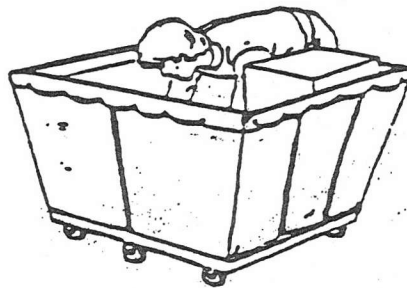
Mail is placed on the case ledge to be picked up with the left hand and put into slots with the right hand.



Casing involves pushing the top letter slightly forward with the left thumb so that the right thumb and index finger can grasp the outer edge of the letter. The left thumb serves as a feeder.



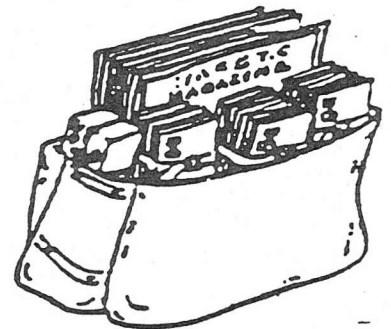
After casing the mail, the carrier duties include parcel handling. Generally, parcels are one pound to twenty pounds, but carriers are required to lift up to 70 pounds. Handcarts are available.



After it is sorted, mail is trayed and placed in the hamper, with the parcels, and pushed to the postal vehicle. The mail trays, ten to fifty pounds, are then loaded into the vehicle.



Magazine mail (flats) are placed in the satchel and the left hand grasps a bundle of letter mail. The right hand "fingers" (fine manipulation) through the mail for the next delivery. Grasping is continuous.



The satchel generally weighs twenty to thirty-five pounds (lighter as mail is delivered). The letter carrier carries the satchel on the shoulder of choice, four to six hours per day for walking routes. Some routes are part driving, some are walking only, and some are of mixed delivery types.

