

Postal Service Workers

SOC: 43-5050 • Career Profile Report

■ Key Facts

\$57,870

Median Salary

22,900

Employment

-5.0%

Growth Rate

■ Requirements & Salary Range

Education: No formal educational credential

■ Automation Risk Assessment

Medium Risk - 50.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■■ Work-Life Balance

7.3/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.8/10	Investigative	5.4/10
Artistic	4.0/10	Social	6.2/10
Enterprising	5.4/10	Conventional	9.2/10

■ Top Skills Required

Customer-service skills, Detail oriented, Physical stamina, Physical strength, Time-management skills, Visual ability

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Postal Service Workers typically perform the following tasks:

- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage.
- Check mail to ensure correct postage and that packages and letters are in proper condition for mailing.
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.
- Obtain signatures from recipients of registered or special delivery mail.
- Answer questions regarding mail regulations and procedures, postage rates, and post office boxes.
- Transport mail from one work station to another.
- Sell and collect payment for products such as stamps, prepaid mail envelopes, and money orders.
- Keep money drawers in order, and record and balance daily transactions.
- Register, certify, and insure letters and parcels.
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
- Receive letters and parcels, and place mail into bags.
- Put undelivered parcels away, retrieve them when customers come to claim them, and complete any related documentation.
- Respond to complaints regarding mail theft, delivery problems, and lost or damaged mail, filling out forms and making appropriate referrals for investigation.
- Provide assistance to the public in complying with federal regulations of Postal Service and other federal agencies.
- Rent post office boxes to customers.
- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail.
- Feed mail into postage canceling devices or hand stamp mail to cancel postage.
- Cash money orders.
- Order retail items and other supplies for office use.
- Stock lobby with retail merchandise.