

USPS Exam 421 Window Clerk Practice

USPS Mission - ANSWER **Provide, instant, affordable, universal**

24-Hour Clock - ANSWER **improve effectiveness through standardization & innovation, end-to-end process to assure mail is collected, distributed, and delivered, USPS runs on this.**

Delivery Methods - ANSWER **Planes, trucks, cars, boats, bicycles, snowmobiles, mules.**

APC - ANSWER **Automated Postal Center.**

Automated Postal Centers - ANSWER Self-serve kiosks, commercial retail outlets, banks, ATMs.

Mail Arrival Profile - ANSWER Determines operational startup & staffing.

CET - ANSWER Critical Entry Time

Clearance Time - ANSWER Mail is cleared for dispatch.

18:00 - ANSWER Carriers in from street.

20:00 - ANSWER 80% of collection mail should be cancelled at the P&DC.

23:00 - ANSWER Out of primary processing.

24:00 - ANSWER Secondary Operations Complete

04:00-09:00 - ANSWER Distribute to DDC/DDU

07:00 - ANSWER 100% of DPS 2nd pass complete.

Core Responsibility - ANSWER Security, Sanctity, Preserve, Protect - Instills customer confidence, projects positive public image, maintains competitive advantage, protects privacy.

PolicyNet - ANSWER Online resource to find handbooks, manuals, publications.

Directives - ANSWER Policies, Procedures, Regulations - Effects in four ways: productivity, revenue, legal liability, customer service.

DMM - ANSWER Domestic Mail Manual

Mail Clerk Study Guide

National Learning Corporation

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the National Learning Corporation text.

Mail Clerk Study Guide:

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