

MAIL CLERK

DEFINITION

Under general supervision, performs a variety of central support duties; sorts, picks-up, and delivers letters, packages, supplies, and equipment; maintains and updates records; and performs related duties as required.

REPORTS TO

Higher level management or supervisory staff.

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Operates County vehicles to pick-up and deliver incoming, outgoing, and interdepartmental mail; picks-up, sorts, and delivers packages and mail to and from the Post Office, common carriers, and County departments; types labels, wraps packages and arranges for special mailing; uses photocopiers as required; sorts and weighs mail, calculating and affixing correct postage; inputs account numbers for correct distribution of postal charges; runs mail through a postal meter; wraps packages according to Postal regulations; pre-sorts mail by zip codes and bands for cost efficient mailing, according to Postal regulations; handles special mail such as certified letters, express mailings, insured mail, and other special mail; delivers all outgoing mail to the Post Office; lifts and carries mail, packages, etc; answers department telephones, providing information and/or referring callers to other staff; receives and fills written requests from departments for forms and office supplies; types required reports; fills vehicles with gas; checks oil, water and air in tires; operates a forklift for loading, unloading, and storing supplies, equipment and other material in the County warehouse; and performs related duties as required.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, climb stairs; physical ability to lift and carry packages weighing up to 70 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine, including forklift.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outside environments; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Postal regulations for mailing procedures and determining postage costs.
- Service delivery standards for the Post Office and other carriers.
- Principles and practices of customer service.
- Operation of postal scales and meters.
- Modern office practices and techniques.
- Operation of office equipment, including computers.
- Basic mathematics.
- Operation of forklift.

Ability to:

- Sort and distribute mail and packages.
- Interpret, explain, and apply a variety of Federal Postal regulations.
- Operate standard office equipment and postal scales.
- Calculate appropriate postage costs.
- Operate forklift and other vehicles.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education

A high school diploma or GED equivalent.

Experience

One (1) year of mail distribution and general office clerical experience.

Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.

Incumbent must be bondable.