

SENIOR MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work performed in accordance with prescribed routine which involves a responsibility for the expeditious flow of mail within a large office complex. Work is performed under general supervision. Supervision is exercised over a small number of mail clerks. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Sorts several deliveries of mail for distribution;
Supervises and participates in the delivery of mail to various offices and picks up all outgoing mail;
Sorts outgoing mail, fills in certified slips when necessary, marks packages, processes bulk items;
Marks large envelopes First or Third class;
Keeps record of Certified, Registered and Special Delivery mail;
Operates a postage meter machine;
Makes special trips outside of building to pick up or deliver urgently needed materials, registered letters, telegrams, etc.;
Operates addressograph, graphotype, collator and other office machines;
Processes incoming or outgoing special projects which require immediate attention;
Maintains mailing machines;
Keeps daily record of items processed and expenditures;
Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; ability to supervise a mailroom operation; ability to write legibly; clerical aptitude; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, which included academic, technical or vocational training and one (1) year of clerical experience; or
- b) Three (3) years of clerical experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTES:

1. Educational training beyond high school can be substituted for experience on a year-for-year basis.
2. Technical or vocational training or clerical experience may be substituted for school on a year-for-year basis.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.