

MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work primarily involving the collection and distribution of mail performed in accordance with prescribed routine. Supervision is received from an employee of higher rank. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects, sorts and distributes mail to all office locations;
Operates a postage meter machine, collator and other office

machines;

Carries mail bags and boxes, many of heavy weight;

Packages, wraps and processes bulk items;

Makes specials trips to pick up or deliver urgently needed materials, overnight letters, registered letters, telegrams, etc.;

Performs routine clerical work ancillary to mailroom activities;

Operates a telephone switchboard and performs other office support services when called upon to do so.

Performs a variety of related activities 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: Working knowledge of office technology, procedures and equipment; 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; or
- b) Two (2) years of clerical experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENT:

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