

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 10/15/2021

MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving responsibility for operation of a mail room, including receipt, handling and sorting or incoming and outgoing mail and packages in preparation for delivery, to and from, proper offices. The incoming mail and packages are sorted and delivered in accordance with set policies and procedures. Outgoing mail and packages are prepared according to types for shipping by private parcel service or mail, according to class. An incumbent is responsible for operation of postal weighing and metering devices to determine the appropriate rates, according to class of mail, and making correct settings on the machines as required. The incumbent works under general supervision, with leeway allowed for the exercise of independent judgement in operation of the mail room. Supervision may be exercised over the work of helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and sorts incoming mail and packages, and places them in appropriate boxes in preparation for delivery;

Operates postage meter to stamp or record outgoing mail according to class and current postal rates;

Prepares packages for shipment by parcel post or United Parcel Service;

Keeps a log of registered and certified mail received;

Prepares records and reports related to the job;

Operates various office equipment;

Answers telephone, transfers calls or takes messages and furnishes routine information;

May receive, check, store and issue a wide variety of supplies, merchandise, and equipment;

May assist or operate a variety of equipment related to printing, such as an automated collator, staplers, binders, paper cutters, padding machines and photocopiers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of mail room procedures, techniques and equipment; good knowledge of office terminology, procedures and equipment; ability to compute postal rates and keep abreast of regulations and rules for parcel and postal services; ability to sort and deliver mail to appropriate agencies; good hand and eye coordination; ability to lift small packages.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma;
OR

(B) One (1) year of clerical experience, which shall have involved receipt, sorting, and preparing mail and packages for shipment and delivery.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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page two

Adopted: 10/24/1919

Revised: 12/02/1988; 03/10/1995; 05/25/1995; 03/13/2001; 10/15/2021