

## **MAIL AND SUPPLY CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work involving responsibility for operation of a mail and supply function including receipt, handling and sorting of incoming and outgoing mail, packages and freight in preparation for storage and delivery to and from offices or member schools. The incoming mail, packages and freight are sorted, delivered or stored 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. Additionally, an incumbent performs warehousing and inventory tasks related to shipping and receiving freight. The incumbent works under general supervision of the Printing Supervisor or Director of Central Services, with leeway allowed for exercise of independent judgement in operation of the mailroom. Supervision may be exercised over the work of helpers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives and classifies incoming mail and deliveries;  
Sorts, distributes, and logs incoming and outgoing freight, occasionally using electronic tracking systems;  
Operates addressing and postage metering machines;  
Operates tow-motor, fork lift, hand trucks other warehousing equipment;  
Inserts and seals envelopes and bags, and prepares packages for mailing;  
Addresses envelopes, packages, boxes;  
Delivers mail, or performs other office clerical duties as required;  
Monitors inventory levels to check for reorder points;  
Processes requisitions for supplies, materials and services so as to assure delivery on schedule;  
Coordinates delivery dates of supplies;  
Investigates alternate sources of supply;  
Places incoming shipments of paper into storage area and moves the required quantity of paper to press;  
Packs materials to insure delivery without damage;  
Identifies contents and number of pieces of shipments on boxes, cartons, or skids, using proper labeling methods;  
Arranges for shipments and communicates required delivery dates to carriers;  
Keeps a log of shipments;  
Checks incoming shipments of materials to insure as ordered, in quantity, quality, brand and grade and checks for damage;  
Reports damaged goods so that they may be returned for claims;  
May assist in pressroom and bindery operations when not engaged in storeroom activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of mail and supply procedures, techniques and equipment; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of printing processes and delivery alternatives and systems; ability to operate warehousing equipment, including fork lift; ability to compute postal rates and keep abreast of regulations and rules for parcel and postal services; ability to lift packages; ability to sort and deliver mail to appropriate agencies; ability to utilize electronic data tracking systems.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma AND one (1) year of clerical experience which shall have involved receipt, storing, sorting, and preparing mail and packages for shipment and delivery; **OR**
- (B) Two (2) years of experience as described in (A) above.

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