

MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work which includes the collection and distribution of mail. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, sorts and distributes mail;
Operates a postage meter machine;
Packages, wraps and processes bulk items;
Makes special trips outside of buildings to pick up or deliver urgently needed materials, registered letters, packages, etc.;
Operates postage meter machine, collator and other office machines;
Performs routine clerical work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; ability to understand and carry out basic oral and written directions; ability to compute postal rates.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: If required to drive by the appointing authority, possession of a valid driver license appropriate for the kind and size of motor vehicle to be operated.