

## **OFFICE SERVICES CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is office or clerical support work which includes picking up, sorting, distributing and processing mail, issuing and delivering supplies, stocking shelves, and the operation and basic maintenance of office duplicating machines. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Picks up, sorts and distributes mail, both incoming and outgoing;  
Puts correct postage on outgoing mail using postal meter according to postal charts; bags mail and takes it to the post office;  
Prepares certified and registered mail;  
Wraps packages for postal delivery or United Parcel Service;  
Stocks shelves and stores supplies;  
Issues or delivers supplies as needed and keeps records of same;  
Runs off requests for copies on duplicating machine;  
Keeps inventory of supplies needed for office machines such as ink, paper, etc.;  
Performs routine, basic maintenance on machines;  
Distributes final copies of reproduction work;  
Receives supplies and equipment and checks order for compliance with purchase order as well as condition of merchandise and signs for deliveries;  
Takes inventory count to maintain stock level;  
May fill in for receptionist as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to understand and carry out basic oral and written directions; ability to stock office supplies and maintain basic control records; ability to perform basic arithmetic reasoning and make basic calculations.

**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 operate a motor vehicle, must possess a valid driver's license appropriate for the size and kind of vehicle being driven.