

MAIL CLERK

DEFINITION

To process all incoming and outgoing District mail.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a departmental manager. May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Accept all postal deliveries, including special deliveries, insured mail, registered mail, and special handling including flats, parcels, books, and films.

Sort and distribute incoming and inter-office mail.

Weigh, meter, and fix correct postage to outgoing mail.

Assist and advise staff with mail regulations, preparation and cost savings.

Contact vendors for equipment repair.

Maintain various records on postage meter, bulk permit, postage due, business reply, first class pre-sort, and bulk accounts.

Order supplies, such as trays, bulk stickers, wrappers, and bags.

Answer phones; provide general information.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Postal regulations, laws and procedures.

Use of postal processing equipment.

Basic mathematics.

Modern office procedures and practices.

English usage and spelling.

Skill to:

Keep accurate records.

Perform routine clerical work.

(Over)

Skill to: (Continued)

Work under deadlines and time pressures.

Type at a rate of speed sufficient to meet the requirements of the position.

Understand and carry out both oral and written instructions in an independent manner.

Process and distribute a large quantity of mail quickly and accurately.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of broad and varied general clerical and typing experience.

Training:

Completion of the twelfth grade, including or supplemented by specialized postal seminars and workshops.

License:

Possession of, or ability to obtain, a valid California driver's license.