MAIL CLERK II

DESCRIPTION OF WORK

Work in this class involves the performance of more complex and varied mail duties or function as a lead worker in a mail center operation or as a window clerk in a federal contact station. Employees are responsible for the more complex sorting procedures and are involved in rate determination for a wide variety of classes of mail. Duties may also involve handling of federal funds, stamps, and money orders and completing various federal forms. Work is performed independently under general supervision and is reviewed through conferences with supervisor and checks of various completed forms and records.

EXAMPLES OF DUTIES PERFORMED

Supervises the sorting and distribution of mail.
Determines postal rates for a wide variety of classes of mail such as foreign, parcel, bulk, library rates, etc.
Furnishes information about the postal system to customers.
Sells stamps, post cards, aerograms, and postal money orders.
Processes registered, certified, and insured mail by filling out proper forms and determining the charge for the service.
Completes various internal and federal forms regarding postal operation.
Revises federal postal mutual to keep it up to date.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Considerable knowledge of the various types of US mail and the proper method of handling each.
General knowledge of federal postal guidelines and procedures.
Ability to follow oral and written instructions.
Physical strength sufficient to handle heavy packages and parcel post.

Minimum Education and Experience

Graduation from high school and one year experience, preferably mail related; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.