

MAIL CLERK I

DESCRIPTION OF WORK

Work in this class involves the performances of routine duties in the distribution and routing of mail. Employees perform simple, repetitive tasks to the sorting and/or distribution of all types of mail including parcel post. Duties may include some operation of postage meter machines involving limited rate determination. Assignments are carried out in accordance with an established schedule for a specific job. Work is performed with some independence, under general supervision and is reviewed through conferences with the supervisor and by evaluation of job performance.

EXAMPLES OF DUTIES PERFORMED

Deliveries and picks up US, inter-office mail on a scheduled basis.
Sorts mail by address and by the type, if special handling is required.
Signs for and delivers special types of mail such as registered, certified, and insured.
Distributes mail into individual boxes within mail center.
Operates postage meter for limited classes of mail.
Readdresses and reroutes mail to be forwarded.
Packages materials for shipping.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Ability to follow oral and written instructions.
Ability to learn basic postal regulations and apply these as applicable.
General knowledge of the various types of US mail and the proper method of handling each.
Physical strength sufficient to handle heavy packages and parcel post.
Physical stamina sufficient to work under inclement weather conditions.

Minimum Education and Experience

Ability to perform assigned duties

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.