

## MAIL CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has responsibility for properly receiving, handling, sorting and delivery of in-coming and out-going mail and packages. The incumbent may also be responsible for receiving, storing and distributing supplies. The work involves the use of a postage meter for various classes of mail and the incumbent is responsible for determining the appropriate rates, according to class of mail, and for making correct settings on the machine before each run. An employee in this class works under the direct supervision of a higher-level employee. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives, handles, sorts and distributes all in-coming mail;  
Collects, sorts, applies appropriate postage and sends all out-going mail;  
Operates postage meter to stamp out-going mail according to class of mail and current rates;  
Notifies supervisor of necessity of repairs to machines;  
Sorts and organizes packages for distribution;  
Prepares packages for shipment by parcel service or other commercial delivery service;  
Prepares and maintains daily activity reports;  
Sweeps and maintains clean workspace;  
Operates forklift, pallet jack, and hand trucks;  
May receive, store and fill supply orders;  
May assist customers with input of orders and provides support and service to customers regarding orders.

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

Working knowledge of procedures and equipment used in a mail room;  
Ability to compute postal rates;  
Ability to follow oral and written instructions;  
Ability to maintain accurate records;  
Ability to communicate effectively both orally and in writing;  
Ability to lift moderately heavy items such as mail bags and boxes, up to fifty (50) pounds;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to use ten foot ladders;  
Good organizational skills;  
Attention to detail;  
Accuracy; Tact; Courtesy.

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

**WHEN ASSIGNED TO BROOME COMMUNITY COLLEGE:** Possession of a valid appropriate level Motor Vehicle Operator's License at time of appointment. History of safe driving record required.

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COMPETITIVE