

MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position involving 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 office 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 the Senior Mail Clerk who may assign the employee to other clerical tasks as needed. 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;
Picks up and delivers interdepartmental mail;
Operates postage meter to stamp out-going mail according to class of mail and current rates;
Receives, stores and delivers office supplies;
Maintains an inventory of office supplies in stock;
Prepares packages for shipment by parcel service or other commercial delivery service;
Stuffs and labels envelopes;
Performs a variety of clerical duties as required;
Prepares and maintains daily activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English;
Working knowledge of office terminology, procedures and equipment;
Ability to compute postal rates;
Ability to follow oral and written instructions;
Ability to maintain accurate records;
Ability to lift moderately heavy items such as mail bags and boxes;
Ability to perform close, detail work involving considerable visual effort and strain;
Clerical aptitude;
Accuracy;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

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.

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COMPETITIVE