

MAIL CLERK

DEFINITION

To perform a variety of mail handling work in the receipt and dispatching of mail, provides daily pre-scheduled courier service as needed; performs clerical support functions for the mail room and related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Sorts incoming mail for distribution and dispatches mail.

Examines outgoing mail for appearance; seals envelopes by hand or machine; stamps outgoing mail by hand or with postage meter.

Distributes and collects mail from various locations.

Weighs mail to determine required postage.

Prepares monthly IR billings and prepares invoices for outside billings.

Enters daily department tally sheets into computer.

Delivers mail to post office when insurance is needed.

Monitors budget for mail room expenditures.

Distributes and delivers interoffice mail and mail supplies; orders and maintains stock of supplies used in mail operations.

Checks and records postage meter readings; registers and certifies mail; tallies usage by departments.

Prepares spreadsheet reports.

EXAMPLES OF DUTIES -

LANE COUNTY
Mail Clerk (Continued)

Interprets postal regulations for the County.

Provides pre-schedule courier service.

MINIMUM QUALIFICATIONS

Knowledge of:

Postal regulations.

Arithmetic, filing and record-keeping procedures.

Computer programs for billings and reports.

Mail room machinery operation and adjustment.

Ability to:

Work independently

Understand and follow written and oral instructions.

Interpret and apply policies, procedures and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a computer for data entry and retrieval.

Make arithmetic computations.

Maintain records and prepare accurate reports.

Operate a motor vehicle.

LANE COUNTY
Mail Clerk (Continued)

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of clerical support experience. Mail clerk or letter carrier experience is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.