



## MAIL CLERK

**CLASS SUMMARY:** 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:** Receives general supervision from assigned supervisory personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Sorts incoming mail for distribution and dispatches mail.
2. Examines outgoing mail for appearance; seals envelopes by hand or machine; stamps outgoing mail by hand or with postage meter.
3. Distributes and collects mail from various locations.
4. Weighs mail to determine required postage.
5. Prepares monthly IR billings and prepares invoices for outside billings.
6. Enters daily department tally sheet into the computer.
7. Delivers mail to the post office when insurance is needed.
8. Monitors budget for mailroom expenditures.
9. Distributes and delivers interoffice mail and mail supplies; orders and maintains stock of supplies used in mail operations.
10. Checks and records postage meter readings; registers and certifies mail; tallies usage by departments.
11. Prepares spreadsheet reports.
12. Interprets postal regulations for the County.
13. Provides pre-schedule courier service.

LANE COUNTY  
Mail Clerk (Continued)

**Knowledge of** (position requirements at entry):

- Postal regulations
- Arithmetic, filing and record-keeping procedures.
- Computer programs for billings and reports.
- Mail room machinery operation and adjustment.

**Skills in** (position requirements at entry):

- Working independently.
- Understanding and following written and oral instructions.
- Interpreting and applying policies, procedures, and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Operating a computer for data entry and retrieval.
- Making arithmetic computations.
- Maintaining records and preparing accurate reports.
- Operating a motor vehicle.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade. 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.

**Licensing Requirements** (positions in this class may require):

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

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt