

MAIL CLERK**DEFINITION**

Under general supervision, picks up and delivers interdepartmental mail and supplies countywide; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

An incumbent in this class is responsible for sorting and distributing mail and providing other delivery service to and from County departments according to established routes and schedules.

TYPICAL DUTIES

1. Picks up, sorts, and distributes interdepartmental, incoming and outgoing mail; weighs and cancels mail; delivers general supplies.
2. Operates a variety of mail handling equipment to fold, insert, seal, and meter mail; operates a variety of paper supply and stationary equipment, receives incoming shipments and prepares outgoing parcels for shipment.
3. Maintains lists of registered mail; participates in mail room billing and other record keeping tasks.
4. May assist in moving and storing paper stock and other supplies.
5. Organizes and coordinates work to meet scheduled routes.
6. May operate a two-way radio for emergency communication.

MINIMUM QUALIFICATIONS

Experience: One year of stock room, messenger, delivery service, or closely related experience.

Licenses: Possession of a valid California driver's license.

Knowledge of: General postal laws and regulations; traffic rules and regulations; safe work practices related to performance of manual tasks and operation of a motor vehicle operation and maintenance of standard office equipment, including basic computer skills and computer software relevant to department operations; basic record keeping techniques; basic arithmetic.

Ability to: Drive delivery vehicles; follow and maintain delivery routes and schedules; understand and follow written and oral directions; lift, sort mail and other items; move, and load supplies and mail safely; utilize standard office procedures and equipment; operate computers and related software; communicate effectively with employees and the public; establish effective working relationships with others.

Physical/Mental requirements: **Mobility** – operate a data entry device; frequent standing, walking, pushing, pulling, bending, for extended periods of time; driving, climbing stairs; **Lifting** - frequently 5 to 30 lbs or less; occasional – 30 to 70 lbs; occasionally restraining, lifting and/or turning heavy objects; **Visual** - good overall vision, color perception, depth perception; occasional reading and close-up work; normal hand and eye coordination; good field of vision/peripheral; **Dexterity** - frequent holding, reaching; grasping; repetitive motion; occasional writing; **Hearing/Talking**- frequent hearing of normal speech, hearing/talking on the radio, talking in person; **Emotional/Psychological** – working alone; occasional exposure to bio-hazardous materials; occasional dealing with emergency situations; **Special Requirements** – may require working overtime, weekends and nights; **Environmental** – frequent exposure to cold/heat, dirt, dust, fumes, and varied weather conditions; drives vehicle to transport materials, including blood and other laboratory specimens.

Adopted: 2/26/86
Renumbered: 07/03
Amended: 6/13/07