

MAIL CLERK

JOB CODE: 8900
LOCATION: Tioga Co. Departments
CLASSIFICATION: Competitive (Full-Time); Non-Competitive (Part-Time)
SALARY: CSEA - Grade III
ADOPTED: 4/00; 9/01, 12/07, 06/09, 11/2018 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position involving responsibility for properly receiving, handling, sorting and delivering in-coming and out-going mail and packages for the County Departments. 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. The incumbent may also be responsible for receiving, storing and distributing office supplies. An employee in this class works under the general direction of an immediate supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Receives, sorts and distributes all incoming mail;
- Collects, sorts, applies or checks appropriate postage and mails outgoing mail;
- Picks up and delivers mail and similar materials between departments and other agencies;
- Delivers bulk and pre-sort mail to post office;
- Operates postage meter to stamp out-going mail according to class of mail and current rates;
- Collects postage due mail and certified mail for departments;
- Prepares packages for shipment by parcel service or other commercial delivery service;
- Maintains records of all supplies issued and postage used on a departmental basis for the preparation of chargebacks;
- Stuffs and labels envelopes for various departments;
- Performs a variety of clerical duties as required;
- Prepares and maintains routine reports;
- Operates a motor vehicle to pick up and deliver mail;
- Receives, stores and delivers various office supplies;
- Maintains an inventory of office supplies in stock;
- May provide switchboard coverage as needed;
- May operate adding machine, calculator, computer terminal, and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedure and equipment; knowledge of business arithmetic and English; ability to follow oral and written instructions; ability to maintain accurate records; ability to operate a motor vehicle; ability to compute postage rates; ability to lift moderately heavy items such as mail bags and boxes; clerical aptitude; 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 and six (6) months of full-time paid clerical experience (or its part-time equivalent); **or** an equivalent combination of training and experience indicating ability to perform the work.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform duties occurring during the normal course of work.