



## **Mail Clerk**

**Category:** Classified  
**Pay Grade:** C12  
**Job Code:** 18510

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs routine clerical work sorting, picking up, and delivering mail for the County; performs clerical tasks in presorting outgoing mail, sorting incoming mail, operating postage meters, and picking up and delivering mail; maintains basic records, readdresses undeliverable mail having insufficient or incorrect address, and periodically requires some strenuous manual activity.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Sorts incoming mail, parcels, and other materials according to receiving agency and delivery routes and delivers mail;
- Performs cash counting duties;
- Answers questions regarding postal regulations;
- Sells postage to customers;
- Periodically lifts and carries mail sacks, boxes, and packages;
- Picks up outgoing mail and presorts outgoing mail by zip code;
- Operates postage scales and meters in order to weigh and stamp mail;
- Maintains basic records for outgoing and accountable mail;
- Maintains an awareness of potentially dangerous or illegal substances sent through the mail;
- Explains postal regulations to customers;
- Trains new hires as needed;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

One (1) year of experience in general clerical work; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of mailroom practices and procedures;
- Ability to understand and carry out moderately complex oral and written instructions and keep basic records;
- Ability to rapidly acquire a thorough knowledge of agencies and their locations within the County government;

- Ability to make arithmetic computations and possession of physical strength and ability sufficient to carrying items normally distributed by the mail service;
- Ability to use small office equipment and computers.

### **PHYSICAL/MENTAL DEMANDS**

The work requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.