

# MAIL CLERK Tompkins County

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive

**Labor Grade:** F (6), TC3 grade of D

**Approved:** 0

**Revised:** 04/91

**By:** 5/91; 5/95; 12/04; 4/13

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from high school or possession of a high school equivalency diploma **AND** two years in the licensed operation of a motor vehicle; **OR**

(b) Two years of clerical experience **AND** two years experience in the licensed operation of a motor vehicle.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

The position involves the operation of a motor vehicle. Possession of a valid New York State driver's license is required at time of application and must be maintained continuously for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a clerical position involving responsibility for properly receiving, handling, sorting and delivery of in-coming and out-going mail and packages. The incumbent may also be responsible for receiving, storing and distributing office supplies. 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. An employee in this class works under the general direction of the supervisor assigned. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Receives, sorts and distributes all incoming mail;  
Collects, sorts, applies appropriate postage and mails all outgoing mail;  
Picks up and delivers interdepartmental mail;  
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;  
Repairs equipment as needed to guarantee mail delivery continues;  
Receives, stores and delivers various office supplies;  
Maintains an inventory of office supplies in stock;  
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;  
Performs a variety of clerical duties as required;  
Prepares and maintains routine reports.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and English;  
Working knowledge of office terminology, procedures and equipment;  
Ability to compute postal rates;  
Ability to follow oral and written instructions;  
Ability to maintain accurate records;  
Ability to lift moderately heavy items such as mail bags and boxes;  
Ability to perform close, detail work involving considerable visual effort and strain;

Clerical aptitude;

Accuracy, tact and courtesy;

The employee's physical condition shall be commensurate with the demands of the position.

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