

BANNOCK COUNTY **CLASS SPECIFICATION**

MAIL CLERK

Department: Clerk/Auditor
FLSA Designation: Non-Exempt

Pay Grade: 1
Effective Date: 10/04, 08/09

Purpose of Class

Performs manual work processing outgoing mail and distributing it to USPS or drop boxes; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform routine sorting and distribution of mail to US Postal Service or designated drop boxes. The work is performed under the supervision of the Comptroller/Senior Deputy Auditor. The principal duties of this class are performed in an office environment and occasionally may involve exposure to adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Sorts mail and packages according to department, affixes correct postage and delivers to US Postal Service and other receiving points;
- Tracks and logs postage according to department;
- Delivers outgoing County mail to appropriate locations;
- Runs daily accounting reports;
- Processes bulk mailings according to County policies and procedures;
- Performs general maintenance on postage machine when necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required;

Competency Requirements

Knowledge of:

- Methods, techniques, and objectives of mail and materials distribution;
- Record keeping practices and procedures;
- Basic postage machine maintenance;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Operate a motor vehicle;
- Accurately calculate department postage using 10-key calculator;
- Perform physical labor, following appropriate safety procedures;
- Communicate effectively, verbally and in writing;

- Establish and maintain effective working relationships with the public, staff, and others;
- Respond to requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, understand department and safety rules and regulations, discern warning and safety alarms such as vehicle backup alarms, and communicate effectively with others;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work safely in traffic;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate postage equipment and to operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, operate equipment, stand for long periods of time, lift and carry up to 40 pounds, and work in an office and distribution environment.