

**City of San Rafael
Job Class Specification**

Job Title: Mail and Store Clerk

SUMMARY

Under direction provides mail processing, postal services and package shipping/receiving and receives, stores, and issues supplies from store room.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives incoming mail, processes and delivers to departments.
- Receives incoming packages, verifies purchase order and back order items, and delivers to departments.
- Prepares data and performs data entry on automated equipment.
- Picks up and processes outgoing mail and packages and delivers them to post office.
- Processes packages for shipment.
- Assures correct postage is affixed to mail for proper delivery.
- Prepares shipping documents and special mailing documents, such as certified and special delivery.
- Prepares and verifies postage charge data for accounts payable.
- Confers in person and by telephone with users concerning mailing, postal service and shipping issues.
- Operates and maintains postage equipment and other office equipment used in mailing and shipping.
- Signs for delivery of mail and packages.
- Instructs staff in bulk mail and other mailing procedures.
- Counts and sorts supplies to verify receipt of items on requisition or invoices.
- Stores articles in supply room.
- Fills orders or issues supplies from stock.
- Prepares periodic, special, or perpetual inventory of stock.
- Requisitions articles to fill incoming orders.
- Marks identifying codes, figures, or letters on articles.
- Determines methods of storage, identification, and stock location.
- Moves or transports material or supplies to other departments.
- Maintains inventory and other stock records.
- Performs related duties as required.

KNOWLEDGE OF:

Postal and shipping regulations and requirements. Operation of equipment required for mail processing and shipping. Storage of supplies. Staff and location of departments. Department operations and policies. Laws and regulations related to activities. Operation of office equipment and software. Telephone etiquette. General office procedures.

ABILITY TO:

Operate and maintain postal and shipping equipment. Read, understand and apply postal regulations. Maintain storage area. Interpret and explain policies & procedures. Prepare and maintain records and files. Establish and maintain effective working relationships with others. Meet schedules and time lines.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); one year related experience and/or training providing knowledge of postal regulations and services; or equivalent combination of education and experience.

Valid California drivers license.

LANGUAGE SKILLS:

Ability to read and interpret documents such as postal regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as postage and shipping charges.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
Prepared By: Nash & Company
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