

# MAIL CLERK

Job Code	Pay Grade
18510	CL5

## Nature of Work

This is routine clerical work sorting, picking-up and delivering mail for Pinellas County. Employees in this class perform clerical tasks in presorting outgoing mail, sorting incoming mail, operating postage meters and picking-up and delivering mail. Work includes maintaining basic records, readdressing undeliverable mail having insufficient or incorrect address and periodically requires some strenuous manual activity.

## Minimum Qualification Requirements

- 1 year experience in general clerical work; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Sorts incoming mail, parcels and other materials according to receiving agency and delivery routes and delivers mail.
- 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.
- Performs related work as assigned or required.

## 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.

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Revised	EEOC Code	Overtime Code
9/89	Administrative Support	Classified