

## MAIL CLERK, SENIOR

Job Code	Pay Grade
18512	CL7

### Nature of Work

This is clerical and supervisory work directing the sorting, pick-up and delivery of mail for a county department or assisting in the supervision of the county's mail services operation. An employee in this class supervises employees engaged in presorting outgoing mail, sorting incoming mail, operating postage meters, and mail pick-up and delivery. Work requires some strenuous manual activity. This employee resolves routine and non-routine problems independently, referring sensitive matters to the supervisor. The incumbent reports to a supervisor or designee.

### Minimum Qualification Requirements

- 1 year experience in mailroom activities; 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.)

- Assigns, trains and evaluates employees work.
- 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 by zip code.
- Operates postage scales and meters to weigh and stamp mail.
- Maintains basic records for outgoing and accountable mail.
- Processes payments by checking for discrepancies, sorting, copying and logging.
- 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 make arithmetic computations and possession of physical strength and ability sufficient to carrying items normally distributed by the mail service.
- Ability to plan, organize and supervise the work of subordinates.
- Ability to provide information clearly and concisely, both orally and in writing.

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Created	EEOC Code	Overtime Code
7/92	Administrative Support	Classified