

# MAIL CLERK

**Department: General Services**

**Classification: Competitive**

**Specification Number: 2520**

**Approved: 7/27/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from a standard senior high school or possession of a high school equivalency diploma.

## **NECESSARY SPECIAL REQUIREMENTS**

Candidate must possess a valid New York State Driver's License at the time of appointment; license must be maintained throughout the term of employment in this title.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title performs mail distribution duties working from the Town mailroom. The work involves sorting and delivering of mail to all departments and offices of the Town. The employee may be responsible for other clerical assignments. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Picks up mail at the post office and delivers outgoing mail;

Sorts mail to prepare it for delivery;

Delivers mail to all departments and offices throughout the Town and collects outgoing mail;

Runs outgoing mail through postage machines, envelope opening machines and mail weighing machines;

Operates office machines such as copiers and scales;

Prepares United Parcel Service mail, Certified mail and Registered mail.

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

Some knowledge of general office terminology, procedures, equipment and clerical techniques; ability to understand and follow oral and written instructions; ability to learn assigned tasks readily and to adhere to prescribed departmental routines; physical condition commensurate with the demands of the position.