

SENIOR MAIL CLERK

Department: General Services

Classification: Competitive

Specification Number: 2530

Approved: 7/27/23

Revised: 5/20/24 by JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma and one (1) year of experience performing mail room and mail delivery duties.

PROMOTIONAL

One (1) year of permanent competitive status as a Mail Clerk.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and throughout employment as a Senior Mail Clerk, incumbent must possess a valid New York State motor vehicle driver license.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title supervises and participates in the duties connected with mail distribution in the Town mailroom. Work is supervised by the Mail Room Supervisor. The work involves setting up procedures for sorting and delivering mail. The incumbent assigns or performs other clerical tasks. Does related work as required.

TYPICAL WORK ACTIVITIES

Assigns a mail clerk to cover the daily mail room duties and to cover additional work orders;
Supervises Mail Clerks in the operation of equipment and mail delivery routines;
Participates in the pick-up and delivery of mail;
Participates in sorting, stamping machine operations and general duties;
Answers inquiries on status or work orders.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of postal terminology, procedures, rates and equipment; ability to understand and follow oral and written instructions; ability to learn assigned tasks readily and to adhere to prescribed departmental routines; ability to supervise in a manner that will result in good work performance; physical condition commensurate with the demands of the position.