



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Mail Clerk</u>	NEW: <u> </u>	REVISED: <u>X</u> <small>(Please check one)</small>
REPORTS TO: <u>Director, IT</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Mail Services</u>	JOB CODE: <u>600</u>	

SUMMARY:

With close supervision, sorts, processes, handles and delivers mail, cartons, computer equipment and other bulk materials.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Bundles and wraps outgoing mail by hand; affixes labels in accordance with postal regulations; counts and records the number of bundles and copies handled; completes forms and tracks information on insured, certified and registered mail.

Sorts mail according to destination and type; weighs mail to determine correct postage and type; folds letters and circulars; inserts into envelopes either by hand or machine; packs cartons and boxes; collects and handles all outgoing packages utilizing parcel shipment vendors; operates mechanical and electronic mailers.

Computes the amount of postage required for outgoing mail according to weight and classification; investigates and implements procedures to reduce postage costs.

KNOWLEDGE AND SKILL:

1. Some knowledge of standard office practices, record keeping, office equipment and computer software.
2. Some knowledge of County departments and locations.
3. Some knowledge of Boone County policies and procedures.
4. Skill in organizing and scheduling own work.
5. Skill in the use of mail sorter, inserter and postage machine.
6. Skill in providing customer service to Boone County employees and the public.

PHYSICAL DEMANDS:

The majority of work is performed in and around a professional office setting. The position is not sedentary and involves regular moderate physical exercise. Must possess vision to operate a motor vehicle and read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS walking, sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting, pulling, or pushing objects weighing up to 100 lbs. from below waist to above shoulders and transporting distances up to 100 yards. OCCASIONAL prolonged standing, squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 200 yards.

WORK ENVIRONMENT:

This job operates in a professional office environment and in the open air and roadways between County buildings. Professional attire required. Ability to safely and legally operate a motor vehicle required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, folding and sorting machines, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED; some typing skills, and familiarity with computer software programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.