



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Mail Clerk</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Director, Information Technology</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Mail Services</u>	JOB CODE: 600	

DEFINITIONS:

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.

MINIMUM QUALIFICATIONS:

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

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)