



## City of Irving Job Description

### Mail Clerk

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Communications
<b>Job Code:</b>	99015	<b>Reports To (Job Title):</b>	Communications & Printing Supervisor

---

#### **PURPOSE**

To sort incoming mail for distribution and dispatch outgoing mail for all City departments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Pick up mail from the post office.
- Open envelopes by hand or machine.
- Stamp date and time of receipt on incoming mail.
- Sort mail according to destination and type such as returned letters, adjustments, bills, orders, and payments.
- Stamp outgoing mail by hand or with postage meter.
- Distribute and collect mail.
- Keep current on postal regulations and changes.
- Weigh mail to determine that postage is correct.
- Keep record of registered mail; track certified mail.
- Drive vehicle to deliver and pick up mail to City facilities.
- Close out postage meter accounts weekly and monthly.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Deliver finished print job orders and paper to outside buildings on mail route.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade.

### **EXPERIENCE**

- Six months prior work experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of, or ability to obtain an appropriate valid driver's license

### **KNOWLEDGE OF**

- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

### **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Interacts with multiple work units in the course of daily operations.

## **EQUIPMENT AND PROPERTY**

Handtruck and city van

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to balance, carry, grasp, handle, feel, lifting up to 10 pounds, listen, and/or see. S/he frequently is required to kneel, lift up to 25 pounds, push, pull, reach, sit, stand, stoop, talk, and/or walk. The employee occasionally is required to climb, drive a vehicle, and/or smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to air contamination, moving mechanical parts, and/or noise. Usually, though, the noise level in the work environment is moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.