

## **Mail Clerk**

### **Definition:**

Under direction, to deliver to and collect from various individuals and departments, incoming, outgoing, and intra-departmental mail; to perform clerical work involving mailroom procedures; and to do related work as required.

Incumbents in this classification are responsible for performing work assignments with only general direction. The work involves physical labor and incumbents in this class must be physically able to perform the duties of the job.

### **Essential Functions:**

- Prepares incoming and outgoing mail for distribution and mailing; performs delivery to and collection from individuals and departments, incoming, outgoing, and intra-departmental mail; sorts and time stamps incoming mail;
- Operates and monitors performance of automated processing equipment or performs manual sorting of mail; collate, bundle, and transfer processed mail from one area to another;
- Collects and distributes various shapes, sizes and types of mail from various departments throughout Kern County at scheduled intervals throughout the normal workday;
- Operates a variety of postage equipment and automated equipment, depending upon assignment;
- Prepares and maintains registered mail documentation; weighs and measures mail items to determine that correct postage has been affixed, depending upon assignment;
- Communicates and interacts with a variety of customers;
- Performs other job-related functions as required.

### **Employment Standards:**

- Completion of four years of high school education or completion of G.E.D., or an equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the duties of the job.
- Possession and maintenance of a valid Class C California Driver's License required.

**Knowledge of:** basic filing and sorting; mathematics and English language usage; ability to plan and maintain an even flow of work; ability to do clerical work involving judgment and initiative; ability to follow verbal and written directions.

**Ability to:** move mail items of varying shape, size, weight and packaging.

Revised Job Specification

May 9, 2022

Item No. 2834

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.