

GENESEE COUNTY

MAIL SERVICES CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is routine working involving the process of incoming and outgoing mail and package shipments. In carrying out these duties, the incumbent must follow specific post office procedures. The work is performed under the direct supervision of a Technical Assistant, or other higher-level Supervisor. Does related work, as required.

TYPICAL WORK ACTIVITIES:

May process billings, mail, and purchase orders for various departments;
Operates a Computer system, multifunction copier and other office equipment;
Coordinate storage and distribution of central supplies;
Prepare packages for shipping or delivery;
Process regular outgoing mail and various bulk mailings;
Process third class and special rate, international, certified registered mailings;
Make arithmetical computations and prepare mailing as per US Postal Codes;
Sort incoming mail and packages, and deliver to appropriate departments;
Assist other departments with related projects;
Assist in conducting physical inventory of equipment by department and does related record keeping;
Maintain mail service equipment by scheduling service calls and ordering related supplies.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Working knowledge of routine office procedures; ability to follow oral and written instructions; ability to do simple arithmetical computations; ability to get along well with others; initiative, resourcefulness, dependability, tact, courtesy, oral and written communication skills, basic computer knowledge, and a commitment to diversity, inclusion, and sustainability.

The physical demands and work environment characteristics described here are representative of those that must be met or encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk and talk or hear; and use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately noisy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT: Possession of a valid NYS Driver's license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.