

# **MAIL CLERK**

## **(Range 106)**

### **DEFINITION**

Performs daily operations in the mailroom of a Regional Library including receipt and distribution of mail and other materials to and from urban and outlying branches and other facilities of the Library District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Library Branch Manager.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Prepares/packages first class mail, outgoing books, outgoing UPS packages, outgoing Federal Express, and other special orders.
2. Receives/distributes incoming U.S. Mail, UPS packages, Federal Express packages, and various other acquisitions for the Region.
3. Orders supplies and special requests by filling out purchase order forms and following up on receipt of such.
4. Maintains department log of daily postage spent for the purpose of submitting requests for additional monies for the postage meter when required.
5. Maintains a record of registered mail.
6. Operates Library District vehicles in the transport of packages, mail, and equipment.
7. Drives in various weather and road conditions.
8. Performs minor maintenance tasks on vehicle.
9. Report any vehicle maintenance or repair needs to Facilities Maintenance.
10. Sorts various materials such as mail, books, magazines, and tapes for the purpose of ensuring correct transport.
11. Maintains compliance with Library District, Branch, and Department policies and procedures.
12. Responds to inquiries and complaints in a courteous and timely manner.
13. Exercises limited decision making skills.
14. Utilizes hand tools such as box cutters, scissors, staplers, tape dispensers, hole punchers and dollies in the performance of tasks.
15. Operates office equipment including, but not limited to: postage machine, weight scales, typewriters, computer terminals, copy machine, telephone, and facsimile machine.

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16. Maintains a safe environment for both patrons and staff.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Safe driving principles and practices.
2. The streets and freeways in Las Vegas as well as Clark County.
3. Basic record keeping principles and methods.
4. Postal packaging, processing, and distribution methods.
5. Library District, Branch, and Department policies and procedures.
6. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Work quickly and accurately.
2. Work both independently and as part of a team.
3. Maintain effective working relationships with those contacted during the course of work.
4. Understand and follow oral and written instructions.
5. Communicate clearly and concisely, both orally and in writing.
6. Accept and manage change and maintain flexibility.
7. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
8. Maintain effective auditory and visual perception needed for:
  - making observations;

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- communicating with others;
- reading and writing;
- operating assigned equipment.

**Skilled in:**

1. The safe and efficient operation of vehicles.
2. Safe use of loading and unloading equipment.
3. Use of postage metering equipment.

**QUALIFICATIONS**

**Training and Experience:**

High school diploma or GED; supplemented by six months work experience that provides familiarity with mailroom practices and procedures; possession of a safe driving record required; or an equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for frequent standing and walking; lifting and carrying objects of heavy weight (30 - 60 pounds); occasional lifting and carrying objects of very heavy weight (60 - 100 pounds); frequent bending, stooping, reaching, and pushing; and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

Tasks require visual perception and manual dexterity.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**FLSA:                   NON-EXEMPT**

**CBA:                    NONE**

**DEVELOPED:         JULY 1, 1995**

**REVISED:            JANUARY 12, 1999**  
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