

MAIL CLERK/MESSENGER

DEFINITION

Under immediate supervision, performs manual and clerical work in the collection, processing and distribution of mail and inter-departmental correspondence, office supplies, and related materials.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Maintains a scheduled route to collect mail, inter-departmental correspondence, office supplies, office equipment, or other materials from City offices and delivers to designated locations. Delivers mail to post office, registers mail and returns receipts to originating department. Operates mail processing equipment including letter folding, envelope-stuffing and sealing, and postage machines. Keeps simple account of customer charges. Wraps packages for shipment by mail or other means and unwraps incoming packages. Receives materials, supplies, equipment, and other freight delivered by vendors to locations other than Central Stores. Drives a vehicle in the performance of duties. Lifts and moves heavy objects including trays and tubs of mail, boxes of books, etc. May perform duplicating and bindery work in a relief or training capacity. Performs a variety of related manual and clerical work or other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This entry level classification performs responsible collection/distribution work of a routinized and repetitive nature. Technical assistance is available, however, most work is performed independently. Supervision is received from the Central Services Supervisor.

MINIMUM BASIC QUALIFICATIONS

Any combination of education and/or experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: basic math and spelling; safe work practices. Familiarity with basic computer operations.

Skill in: organizing and sorting; the operation of standard office equipment.

Ability to: read and write; make simple mathematical computations; learn the methods, standards and services of the U.S. Postal Service, private carriers and in-house City mail for the collection and distribution of mail; learn and observe safety rules and regulations; maintain simple records; lift and move objects for considerable periods of time; work independently from oral and written instructions; establish and maintain effective working relationships with outside vendors, city officials and other city employees.

### SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License as a condition of employment. Must be able to lift and move materials weighing up to 70 pounds and perform duties requiring substantial walking.

### SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours and evenings in response to special assignments with minimal notice or as needed.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a self motivated employee who is customer service oriented. This team player works well with fellow employees and responds willingly to customer inquiries and concerns in a helpful manner. The successful performer is reliable, conscientious, efficient in time management and able to work independently.

Prepared and approved through 1986-87 Clerical Study Process  
Former Class Title: Messenger, established per Resolution 75-14,  
effective 11-1-75  
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