

POSTAL CLERK**NATURE OF WORK IN THIS CLASS:**

This is moderately complex postal work involved in the operation of a post office sub-station.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all duties listed, nor do the examples cover all duties which may be performed.)

Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments; readdresses undeliverable mail bearing insufficient or incorrect address.

Sorts incoming mail for distribution and dispatches outgoing mail; follows-up tracers and claims; forwards undelivered mail.

Compute charges for postage; provides special services for accountable mail; sells and cashes international and domestic money orders; sells stamps.

Provides information to the public concerning postal regulations, mailing restrictions, rates, and other matters involving postal transactions.

Prepares requisitions for postal supplies.

Maintains records and prepares reports.

Performed related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of federal postal regulations, policies procedures and related guidelines.

Knowledge of standard office practices and procedures.

Ability to interpret and apply federal postal regulations, policies procedures and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

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MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of postal work experience and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1984

Pay Range: 19



J.C. BORJA, Executive Director
Civil Service Commission