DEFINITION

Under the direction of an assigned supervisor, perform a wide variety of work related to the receipt, processing, and distribution of mail and packages; assist personnel in assigned department as required.

EXAMPLE OF DUTIES

1. Receive, sort, and distribute packages, mail, flyers, newsletters, and related material in a timely manner.

2. Sort, weigh, meter, and affix postage on outgoing U.S. mail including express, certified, registered, insured, special delivery, foreign, first class, presorted, special 4th class, book rate, library rate, 3rd class, and bulk; prepare bulk mailings according to postal regulations.

3. Complete appropriate forms and documents for postal service and other carriers; retain records and prepare reports on postage expenditures.

4. Perform other duties, such as maintaining and operating duplicating equipment, scheduling use of facilities, assisting telephone operator, or receiving and stocking materials and supplies.

5. Operate postal equipment, such as scales and postage meters; operate other clerical equipment as assigned.

6. Receive and record messages; provide information concerning postal procedures and methods to staff.

7. Perform related work as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:
- District organization, operations, policies, and objectives.
- Documentation and processing of carrier packages.
- Modern office practices, procedures, and equipment.
- Oral and written communications skills.
- Postal rates and regulations.
- Reading and writing communication skills.
- Record-keeping techniques.

Skills and Abilities:
- Establish and maintain effective working relationships with others.
- Learn quickly and apply postal regulations and procedures.
- Learn to prepare, post, and distribute a variety of mail and packages according to approved procedures.
- Lift heavy objects of approximately 50 lbs.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Operate various office and postal machines and equipment.
- Understand and follow oral and written directions.
- Work independently with little direction.
**Training and Experience:**
Any combination of training and experience equivalent to: graduation from high school and at least six months of successful work experience.

**WORKING CONDITIONS**

**Physical Requirements:**
Category II

**Environment:**
Mailroom setting; may work in or around a duplicating department; subject to noise; may drive a delivery cart to deliver mail.