Title: Mail Service Worker

Pay Scale Group: 91

Essential Function

Under close supervision from mail center supervisor or office supervisor, processes incoming and outgoing mail; delivers, pick up, load and carries mail; open, check and distribute mail; perform clerical tasks related to processing mail.

Characteristic Duties

1. Operate machines to process or hand process incoming and outgoing mail (e.g., address, package or stuff; sort; stamp bundle; tie; register; weigh, etc.).

2. Deliver or pick up mail (via vehicle or walking route), parcels and messages; load and carry mail and parcels. Deliver registered, certified or insured mail and obtain necessary signatures.

3. Receive, open, sort, stamp and distribute incoming mail.

4. Perform clerical tasks related to processing mail (e.g., sell stamps; provide information, maintain records concerning mail sent or received; compile postage meter and income volume reports; copy materials to be mailed); inventory supplies.

5. Assist in the maintenance and care of department equipment.

6. Perform miscellaneous clerical tasks related to office procedures (e.g., copy work; maintain office files or records; distribute copies).

7. May be required to accept cash and make change for sell of postage stamps.

8. Perform related duties based on departmental need.

Unusual Working Conditions

- May work rotating shifts; may work outside exposed to weather.

Minimum Qualifications

- Ability to read and write common vocabulary; ability to add, subtract, multiply and divide whole numbers; ability to lift up to 70 pounds required; three months continuous mail processing experience or three months UC mail processing experience; three months customer service experience; current, valid driver’s license with acceptable driving record.