



CLASS SPECIFICATION

Class Title: Mail Clerk
Department: County-wide

Class Code: 97
Eff. Date: 08/31/04
Grade: 10
Revised: 12/18/17

GENERAL PURPOSE

Under close supervision of an administrative superior, performs routine duties and tasks related to processing and delivering mail to County departments.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Delivers and picks up U.S. mail (including packages) to and from Post Office; signs for all County certified mail. Sorts, gathers, organizes, and delivers incoming and outgoing U.S. and interdepartmental mail for departments located within the Memorial Courthouse and other sites located throughout the county; delivers items from the central store and other items as requested by departments.

Operates mail service equipment including postage meter; performs cleaning, minor repairs and preventive maintenance on postage equipment.

Tracks and maintains accurate written records of incoming certified mail pieces.

Drives a car or truck for pick-up and delivery of mail, packages and other materials.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent. Preference for experience performing related duties.

2. Special Qualifications:

Must possess a valid driver license; new employees with an out-of-state license must

obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for



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military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: County policies, procedures and practices related to mail/material pick-up and delivery; postal rates and rules; proper usage of postage meter; County departments and divisions.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: accurately read names and addresses; organize, sort and collate mail/materials including packages; accurately sort, pick-up and deliver mail; accurately weigh and meter outgoing mail; accurately record and maintain written records; lift and carry up to 50 lbs.; exercise sound judgment; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, postal staff, and the general public.