

JOB TITLE	LEVEL	GRADE	JOB. NO.
Mail Clerk II	E-5	05	371

DEFINITION

This is manual as well as moderately difficult clerical work involving varied work methods and problems.

Employees in this class are responsible for the sorting and distribution of mail on a daily basis, maintaining the mailroom in a clean and orderly condition; assisting personnel needing help or information concerning incoming or outgoing mail; and performing other related duties as required.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).

- ◆ Ensures that incoming and outgoing mail is distributed in a timely manner.
- ◆ Makes necessary on-campus deliveries.
- ◆ Serves as liaison with post office and postal services and other mail handling, i.e., UPS and FedEx on a daily basis.
- ◆ Signs for and processes incoming mail, which requires other than routine attention.
- ◆ Makes necessary deliveries to all campuses.
- ◆ Assists with all school shipping and receiving operations.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs basic computer skills.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Knowledge of basic English, spelling, and arithmetic.
- ◆ Ability to walk long hours both indoors and out under varying work and climatic conditions for extended periods of time.
- ◆ Ability to walk up and down stairs and climb up and down ladders.
- ◆ Good physical condition and strength; ability to lift heavy mailbags and packages up to 100 pounds from the ground; ability to lift arms above the head.
- ◆ Ability to use the telephone effectively.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Ability to use deductive reasoning in handling illegibly written mail and incorrectly or incompletely addressed mail.
- ◆ Working knowledge of all college policies and rules of personal conduct.

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QUALIFICATIONS

Education:	<ul style="list-style-type: none"> • Graduation from high school or GED certificate. • Must maintain a valid Alabama's driver license. • Ten (10) hours of job related professional development activities in the last 3 years.
Experience:	Three (3) years' experience as <i>Mail Clerk I</i> .
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.