



MAIL AND SUPPLY CLERK

JC: CA-110
PG:CLK-III

PC: 011
BU: 02
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DEFINITION

Under general supervision, performs a variety of mail processing, supply, messenger, and basic office support functions in support of District activities; operates an on-line or personal computer; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for independently providing mail and supply services following established guidelines. All positions in the class are assigned a regional area to service and are required to independently plan, coordinate and deliver services in a timely, efficient and responsive manner. In addition, this class is responsible for ensuring that there are adequate levels of supplies to meet the needs of the District. Specific duties will require the use of an on-line or personal computer to enter and retrieve data for information such as employee name and work location. This class is distinguished from other office support classes in that the duties relate primarily to delivering and processing mail, providing messenger service, and distributing supplies from a central storeroom rather than providing typing, filing, and other clerical support to a specific office or function.

EXAMPLES OF DUTIES

1. Organizes and coordinates the pick up and delivery of correspondence, documents, supplies, and other materials by driving a motor vehicle among various District facilities, the post office, shops, satellite offices, and other locations in a timely, responsive and efficient manner
2. Sorts and delivers interoffice mail; picks up mail from District offices for processing or delivery; weighs and applies appropriate postage to outgoing mail.
3. Prepares forms for certified mail and other special handling and ensures that proper postage is affixed.
4. Receives, inspects, unpacks, and stores office supplies; fills orders and issues supplies and equipment to District staff upon presentation of appropriate forms and documentation; inventories supplies on hand to determine the need for reorder; ensures that supplies are sufficiently in stock.

5. Enters and retrieves data from an on-line or personal computer system, following established formats; prepares and updates a variety of reports, which may require the use of arithmetic calculations.

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6. Moves records to and from District long-term storage areas.
7. Picks up and delivers furniture to and from warehouse locations and assists in arranging office furniture.
8. Performs various messenger and chauffeuring services as requested.

QUALIFICATIONS

Knowledge of:

Basic office procedures, including arithmetic and record keeping; safe driving practices; state and local traffic laws and parking regulations.

Skill in:

Organizing, coordinating and prioritizing work activities; using initiative and sound independent judgement within established guidelines; understanding and carrying out written and oral instructions; maintaining basic work records and making accurate arithmetic calculations; establishing and maintaining effective working relationships with those contacted in the course of the work; driving a motor vehicle safely.

Ability to:

Quickly learn District, department and staff names and facility locations, the operation and adjustment of a variety of mail processing equipment, the use of an on-line or personal computer to input and retrieve data; and the policies and procedures pertaining to the work.

Other Requirements:

Must possess a valid California driver's license and a satisfactory driving record; must be able to lift objects weighing up to 75 pounds on a regular basis.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of general clerical and/or warehousing work experience.

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