**Mail Clerk**

**Grade: 3**

**FLSA: Non-Exempt**

**Date: 1/17**

**Job Summary:** Performs a variety of routine clerical tasks to facilitate the processing and distribution of all mail for county and state agency offices; performs other duties as assigned.

**Essential Functions:**

1. Receives; sorts; processes; and packs outgoing postal service mail;
2. Sorts and distributes incoming mail;
3. Collects and distributes interdepartmental mail;
4. May:

* run reports and compile figures for monthly invoicing; prepare invoices for various agencies and answer questions about invoices;
* answer questions regarding mail and mailroom services; provide instruction on different mail services and how to prepare the mail;
* maintain mailroom inventory and files; order supplies;
* send faxes; mail personal packages; and make deliveries to county agencies;

1. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to communicate effectively with other staff and members of the public;
3. Ability to operate relevant computer systems, including hardware and software, and basic office machines;
4. Effective organization skills;
5. Ability to operate a motor vehicle;
6. Basic math and language skills;
7. Effective time management skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Six months or more of related experience;
3. Or equivalent technical training, education, and/or experience;
4. Valid Maryland driver’s license.

**Additional Requirements:**

1. Must pass a pre-employment physical.

**Physical and Environmental Conditions:**

Work demands frequent strenuous effort. For example, lifting, pulling and handling of moderately heavy boxes, equipment, or materials of 30 to 60 pounds. Work is physical in nature, requiring long periods of standing and walking.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls; observance of traffic signals; and/or working inclement outdoor weather conditions. Required to perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, and reaching.

Must also have the physical ability to push/pull, squat, twist and turn. Requires standing or walking of 60%+ of the time.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date