

City of Dunedin, Florida
Class Description

JOB TITLE: Mail Clerk
Department of the City Clerk

GENERAL STATEMENT OF JOB

Under direct supervision, provides a mail and messenger service for U.S. Mail, interdepartmental correspondence and special deliveries of Commission/Board materials. Performs related work as directed. Reports to the City Clerk.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Picks up, date-stamps and sorts by department all incoming U.S. mail.

Delivers mail and interdepartmental correspondence to departments and divisions; picks up outgoing mail.

Prepares outgoing mail with required postage; delivers to Post Office.

Delivers Commission/Board agenda packages and other materials as required.

Delivers daily deposits to bank.

Makes non-routine deliveries and pick-ups as requested.

Records daily postage usage.

Maintains mail room in an orderly fashion.

ADDITIONAL JOB FUNCTIONS

Answers City Clerk Department telephones as required.

Mail Clerk, Department of the City Clerk

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent. Education must be supplemented by some general work experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Mail Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of U.S. mail regulations and procedures, and the operation and maintenance of required postage equipment. Has the ability to perform duties in a timely manner. Has the ability to maintain records. Has the ability to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Mail Clerk, Department of the City Clerk

Human Interaction: Requires the ability to comply with specific instructions or orders, and respond to simple requests from others.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a postage machine, postage scale, postage printer, date/time stamp and electric letter opener.

Verbal Aptitude: Requires the ability to use a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division. Requires the knowledge of basic mathematics.

Functional Reasoning: Requires the ability to carry out detailed written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Requires the ability to use independent judgment in performing routine tasks.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and which may involve some lifting, carrying, pushing and pulling of objects and materials of moderate weight (12-30 pounds). Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks may require exposure to smoke/dusts/pollens, adverse weather conditions, wetness and humidity, and traffic hazards.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages

Mail Clerk, Department of the City Clerk

both prospective and current employees to discuss potential accommodations with the employer.

Denise M. Kirkpatrick, City Clerk

Date

Bradley Williams, Mail Clerk

Date