CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV32582**
Job Class Code:	**020**	**Salary Schedule:**	**ASRRMAIL**
EEO Category:	**06**	**Grade:**	**08**
Workers Comp Code:	**9410**		
Job Code Established:	**03/22/86**	**Effective Date:**	**09/28/92**
Job Code Revised:	**01/01/01**	**Effective Date:**	

JOB CODE SERIES: Mail Distribution Series

JOB CODE TITLE: MAIL CLERK I

HRIS TITLE: MAIL CLERK I

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor. Receives sorts, prepares and distributes U.S. and interdepartmental mail according to prescribed procedures under direct supervision. Work product consists of accurate and timely completion of assigned mail receipt, pick up, processing, and delivery; accurate and efficient operation of basic postal machines; accurate completion of basic recordkeeping. Responsible for appropriate speed and accuracy of all phases of assigned mail handling and transportation; for occasional operation of a motor vehicle in a responsible manner.

EXAMPLES OF DUTIES: Receives, picks up, processes, and delivers mail. Sorts, weighs, determines postage, and bundles mail. Operates postal machines. Meters, registers, and certifies mail. Maintains basic records. May operate a motor vehicle. Performs related work as required.

WORK CONDITIONS: Requires manual dexterity and strength sufficient to frequently handle medium-weight objects and materials of 25-50 pounds. Requires occasional exposure to unavoidable, abnormal variations in temperature, unfavorable fumes, noise, dust, or atmospheric conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: procedures and regulations for sorting and weighing mail; postal machine operations; procedures and regulations for metering, registering and certifying mail; basic recordkeeping.

Skill in: operating postal machines; handling medium-weight objects without incident.

Ability to: meter and process mail; sort and distribute mail; follow written and verbal directions; maintain basic written records.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.