

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32583
Job Class Code:	020	Salary Schedule:	ASRRMAIL
EEO Category:	06	Grade:	09
Workers Comp Code:	9410		

Job Code Established:	01/01/01	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Mail Distribution Series

JOB CODE TITLE: MAIL CLERK II

HRIS TITLE: MAIL CLERK II

CHARACTERISTICS OF THE CLASS: Typically reports to a unit supervisor. Has the authority to oversee a timely and effective mail service; to oversee and participate in the maintenance of office/personnel records and receipts; to oversee Mail Clerk I's and other clerical personnel assisting mail services. Oversees and participates in a variety of specialized functions in the receiving, processing, and delivery of U.S. and interdepartmental mail. May serve as lead worker. Work product consists of accurate and timely collection, sorting, preparation, and delivery of mail; accurate metering, registering, and certifying of mail; accurate maintenance of routine office/personnel records and reports; appropriate overseeing of Mail Clerk I's and other clerical personnel. Responsible for smooth operation of the full range of mail services; for coordination of mail and clerical personnel; for the ongoing maintenance and proper use of postal machines and equipment.

EXAMPLES OF DUTIES: Oversees and participates in the collection, sorting, preparation, and distribution of mail. Responsible for correct metering, registering, and certifying of mail. Oversees and participates in the maintenance of routine office/personnel records and reports. Analyzes available mail services and determines the most cost-effective method. May oversee Mail Clerk I's and other personnel acting as messengers and performing a wide variety of clerical functions. May operate a motor vehicle. Performs related work as required.

WORK CONDITIONS: Requires manual dexterity and strength needed 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: collection, sorting, preparation and delivery of mail sufficient to oversee and participate in these functions; mail services sufficient to determine the most cost-effective option; metering, registering and certifying of mail; routine office/personnel records and reports.

Skill in: operating and maintaining postal machines. monitoring basic office/personnel recordkeeping; participating in and overseeing the handling of medium-weight objects without injury or incident.

Ability to: prioritize workload of the immediate mail unit; give written and verbal instructions to support staff and subordinate mail service employees; perform basic mathematical calculations; monitor basic office/personnel recordkeeping.

SPECIAL SELECTION FACTORS: Requires the ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona driver's license appropriate to the assignment.