

## **MAIL/SUPPLY CLERK**

### Definition:

Under immediate supervision to perform wide variety of clerical duties involving mailroom operations, including the maintenance of office supplies and forms inventory for all departments. Responsible for operation and maintenance of mail room equipment; including but not limited to electronic postage meter, scale, and allocator; inserter; folder; burster; binding machine; and mail opener. Responsible for office supply inventory including supply and restocking of forms. Has direct contact with office supplies vendors. Pick up and deliver mail, daily bank deposit. May assist with training and supervision of back up personnel. Performs other clerical duties as needed. Responsible for centralized copy service, assists with general office filing.

### Distinguishing Characteristics:

### Examples of Duties:

- operate automobile;
- pick up, deliver, and sort mail and interoffice correspondence on regular rounds;
- operate machines including data system for inquiry, forms inventory, and office supply order forms;
- perform clerical work to assist with general office, such as typing, filing copying;
- complete biweekly and as needed supply requisition including placing, receiving, and distribution of the order;
- follow up on supply and forms orders.

### Qualifications:

### Knowledge of:

- office methods, procedures;
- computer inquiry;
- mailing equipment;
- postal and express regulations;
- supply and purchasing procedures;
- inventory procedures.

### Ability to:

**MAIL/SUPPLY CLERK**

Education/Experience:

High School Diploma and two years as Mail Clerk or Courier or Inventory Control.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.