

## MAIL & PRINT CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of general clerical functions supporting the processing of incoming and outgoing mail and completing copy and print jobs for various City departments; operates and maintains offset duplicating and photocopying machines, and related equipment; performs a variety of work relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform various clerical support functions in the processing of incoming and outgoing City mail; collect mail from post office including acceptance of certified mail; distribute mail to appropriate City departments; process outgoing mail including bulk, indicia stamped and business reply mail.
2. Prepare and ship documents, packages and other materials; prepare shipment labels; provide tracking information to appropriate department.
3. Prepare items for mailing from various City departments including, but not limited to, water bills, business licenses, public hearing notices and newsletters.
4. Distribute change of address cards and work with departments regarding returned mail.
5. Operate offset and other duplicating machines in the reproduction of reports, forms, budgets and related materials, observing established priorities; clean and make minor adjustments and repairs on machines.
6. Perform collating, stapling, cutting, drilling, padding, binding, finishing and folding of materials processed.
7. Monitor inventories of paper stock and materials for duplicating and move paper and materials from storage area to work area.
8. Order supplies and monitor inventory of materials needed; collect, calculate and input data into spreadsheets for internal billing.
9. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Standard mail room operations and procedures.
- USPS rules and regulations.

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- Mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.
- Computerized mail processing equipment operation.
- Types, qualities, weights and uses of paper, ink, solvents and various products made for use with offset duplicating machines.
- Operation and production capabilities of offset duplicating machine.
- English usage, spelling, grammar, and punctuation.
- Occupational hazards and standard safety practices.

**Ability to:**

- Apply USPS postal regulations.
- Receive, sort and distribute mail with speed and accuracy.
- Identify duplicating equipment problems and make minor repairs.
- Set up, adjust and operate offset press, photocopying, collating, postage and bindery equipment.
- Operate office and mail processing equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain accurate records and file.
- Perform arithmetic calculation of average to above average difficulty.
- Plan and organize work to meet changing priorities and deadlines.
- Work independently in the absence of supervision.
- Ensure adherence to safe work practices and procedures.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines:**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of general clerical experience including operation of an offset press and related equipment.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; exposure to noise from mail room equipment and ink solvents.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend,

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kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: February 1988  
Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.