



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10151

MAIL CLERK/MESSENGER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Mail Clerk/Messenger may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Mail Clerk/Messenger position is to process the agency's incoming and outgoing mail.

Duties

- I. Processes the Agency's incoming and outgoing mail. Frequency: 80% +/- 15%
- II. Runs the duplicating machine in order to copy forms that are out of stock (e.g., photocopier). Frequency: 10% +/- 5%
- III. Performs various clerical duties. Frequency: 10% +/- 5%



**ADDITIONAL JOB DUTIES
FOR THE JOB CLASSIFICATION OF
MAIL CLERK/MESSENGER**

NOTE: The following additional duties consist of functions which are performed by some, by not the majority of Mail Clerk/Messengers.

- I. Makes daily deposit to the bank.

- II. Fills and delivers supply orders.
 - A. Informs the purchasing unit of needed supplies.
 - B. Unloads supplies off of delivery trucks.
 - 1. Check supplies to ensure that the appropriate type and quantity have been received.
 - 2. Compares supplies received to the invoice from which the supplies were ordered to ensure consistency.
 - 3. Enters the number and type of supplies received into the computer system which is where the main inventory is maintained.
 - C. Prepares supplies for each unit.
 - D. Delivers supplies to each unit as time permits (and at least once weekly to satellite offices).
 - E. Helps other employees with tasks (e.g., remove furniture).

- III. Delivers voter registration cards to the Board of Elections.

- IV. Processes voice mail calls.



**KSA'S FOR THE
JOB CLASSIFICATION OF
MAIL CLERK/MESSENGER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures pertaining to the handling of mail; Computer operations pertaining to the handling of mail (e.g., Receipt Tracker program); Automobile operation; Safety practices; Local road system; Agency departments and work units; Office equipment (e.g., postal machine); Shipping and receiving practices; Automotive practices.	Oral communication; Operating machines (e.g., postal machine, Receipt Tracker computer program); Operating motor vehicle.	Resolve recurring, standard problems associated with the Agency's mail; Exert light to moderate physical effort; Maintain accurate records; Drive an automobile for mail deliveries; Complete forms; Read and understand maps/directions; Arrange information numerically, alphabetically, and chronologically; Sort items into categories according to preestablished categories; Read, copy and record figures; Use computers.
II	Office practices and procedures pertaining to operation of the duplicating machine; Office equipment (e.g., duplicating machine).	Organization; Operating the duplicating machine.	Comprehend written material; Maintain accurate records; Deal with problems in a familiar context; Operate duplicating machine.
III	Office practices and procedures; Office equipment (e.g., telephone, photocopier, typewriter, computer); Typing principles.	Typing/data entry; Word processing; Oral communication.	Perform full range of standard clerical assignments; Work with others; Maintain accurate records; Complete forms; Work independently when performing job duties; Prepare correspondence; Arrange information numerically, alphabetically, and/or chronologically; Use computers.



Minimum Qualifications

- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. If position is assigned to operate an automobile or van, also requires a valid Driver's License.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires almost no responsibility for the safety of others. The incumbent must take normal safety precautions when driving a vehicle (e.g., to the post office). Additionally, the position involves working with a letter opening machine, date stamp machine, postal meter, dolly and carts. All of these machines pose the threat of minor injuries, but do not require the use of protective clothing.