

**CITY OF CARLSBAD
CLASSIFICATION SPECIFICATION**

JOB TITLE: MAIL CLERK/MESSENGER

DEPARTMENT: FINANCE

BASIC FUNCTION:

Under general supervision, collect, sort and deliver interdepartmental and U.S. mail; drive a city vehicle in delivery of mail; and perform related work as assigned.

KEY RESPONSIBILITIES:

Sort incoming and outgoing U.S. mail after posting and deliver to post office; process outgoing mail using a scale and postage meter; affix correct postage for postal class and weight.

Maintain records on postage to be charged to each department, special delivery, registered and certified mail; maintain current information on meter mail rates and various permits and prepare monthly, quarterly, and annual reports regarding these records.

Collect and deliver interdepartmental and U.S. mail and packages; deliver city mail to city offices.

Act as the city's liaison to the U.S. Postal Service in implementing mail regulation changes, resolving scheduling problems and other mail related issues to ensure efficient mail delivery and service.

Plan work and delivery route schedules.

Drive a city automobile, van, or light truck.

Operate mail processing equipment; replenish postage on meters necessary to avoid shortages. Apply software updates as needed to keep the postal machines in working order.

Maintain adequate mail-related items for stock inventories.

Provide assistance to departments to determine their mail needs and requirements.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Regulations and postage rates pertaining to processing and delivering United States Mail.
- Postage machines and meters, and other related mail equipment.
- City geography and location of city facilities.
- Rules of safe vehicle operation.
- Safe work methods, including proper lifting techniques and defensive driving techniques.
- Software pertinent to the work: Microsoft Excel for reporting and current software for postage machines.

Ability to:

- Sort internal mail by department and U.S. mail by zip code and deliver to city locations.
- Perform simple arithmetic, including percentages and decimals.
- Communicate effectively, both orally and in writing.
- Safely drive a vehicle.
- Understand and follow oral and written instructions.
- Schedule workload.
- Deal courteously with other city employees and the public.
- Read and follow map designations.
- Keep simple records.
- Operate mail processing equipment.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying.

DESIRED:

One year of experience using current postal machines and equipment.

SPECIAL REQUIREMENT:

Possession of an appropriate valid California Drivers License.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office and mail equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and mail equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; and interact with staff and others encountered in the course of work.

While performing the duties of this position, incumbents are regularly required to lift, move, load and unload mail bins, packages and objects that may weigh up to 50 pounds; drive a van or other city vehicle to deliver or pick up mail and transport mail to buildings and off-site locations on a daily basis.

Daily mail delivery requires exposure to all conditions of weather and various office and warehouse environments.

DATE APPROVED: June 13, 2017