

MAJOR FUNCTION

This is routine work delivering and picking up mail at various offices of the City. An employee in a position allocated to this class is responsible for sorting incoming mail for distribution and delivering mail to various offices located throughout the City. Duties include sorting mail according to destination, delivering the mail, and picking up mail to be brought back to City Hall for distribution. The work is performed under the general supervision of a higher-level employee and is reviewed for conformance with established policies and procedures.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Receives, sorts, routes, and delivers all incoming mail to designated departments or individuals in an agency. Maintains a current knowledge of organizational and personnel changes which affects the sorting and delivering of mail. Makes necessary delivery of mail to the post office as required. May assist in the collection and counting of parking meter monies. Assists in processing mail payments of parking tickets, including encoding and verifying accuracy of checks. Performs related work as required.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Ability to understand and follow oral and written instructions and drive with conformity to state and local driving laws. Skill in the use of postage metering equipment and other standard office equipment necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate. Directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Established: 05-03-77

Revised: 05-23-86

01-18-90

05-13-93

04-13-04*

02-19-10*