

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MAIL AND SUPPLY CLERK
Code: 051040 DRA
Page : 1 of 1
Competitive

GENERAL STATEMENT OF DUTIES

Under general supervision, performs work of ordinary difficulty in the handling, sorting and delivery of mail and supplies; performs related duties as required.

COMPLEXITY OF DUTIES

Employees in this class receive, sort, and distribute mail and supplies. Work is performed under general supervision with the employee being responsible for keeping necessary records of money, mail, and supplies handled.

TYPICAL DUTIES

1. Receives, sorts, distributes and posts letters, packages and printed matter.
2. Picks up and delivers inter-office material.
3. Keeps records of registered and insured mail, postage and supplies received and delivered.
4. Operates postage meter machine.
5. May operate other office machines such as mimeograph and addressograph.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of postal rules and regulations.
2. Some knowledge of inventory and record keeping.
3. Clerical aptitudes.
4. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school and one year of experience as a messenger or stockroom worker.

NOTE: Experience, as stated above, may be substituted for high school on a year-for-year basis up to a maximum of two years.

[Go Back](#)