



Mailing Services Clerk I

Details

Job ID : 315

Title : Mailing Services Clerk I

Job Code : 408

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR RECEIPT, DISTRIBUTION, AND POSTING OF ALL POSTAL SERVICE MAIL FOR THE AOC MILLCREEK COMPLEX.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 6 Months of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO LIFT 25 POUNDS AND STAND FOR LONG PERIODS
- VALID DRIVER'S LICENSE

Job Preferred Knowledge

- AOC DEPARTMENTAL STRUCTURE

Job Duties

- RECEIVE AND DISTRIBUTE INCOMING MAIL
- PROCESS ALL OUTGOING POSTAL SERVICE MAIL
- OPEN AND DATE STAMP MAIL FOR DEPARTMENTS REQUESTING THAT SERVICE
- PROCESS DEPARTMENTAL MASS MAILINGS IN PREPARATION FOR POSTING
- MAINTAIN POSTAGE ACCOUNT INFORMATION
- ASSIST WITH OTHER SHIPPING DUTIES AS NECESSARY
- OTHER DUTIES AS ASSIGNED