



Mailing Services Clerk II

Details

Job ID : 487

Title : Mailing Services Clerk II

Job Code : 519

Salary : \$1,784.00 (Monthly)

Grade : 5

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 : 2 Years of Related Experience

Job Required Knowledge

- 2 years related experience must be as Mailing Services Clerk I

Job Skills/Abilities

- Basic computer skills
- Communication skills
- Ability 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