

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>Z04</b>
<b>FLSA:</b>	<b>N</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>N/A</b>
<b>EEO:</b>	<b>8</b>

**CLASSIFICATION TITLE:           MAIL CLERK (PART-TIME)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to process incoming and outgoing mail and distribute mail to various departments as well as deliver inter-departmental mail at City Hall.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Receives and sorts incoming mail, packages, newspapers and shipments; signs for certified mail to verify receipt by the City; opens unidentifiable mail, utility bills and tax notices; distributes all mail to appropriate individuals or departments.

Processes outgoing mail and packages; weighs and stamps mail; prepares packages for specific delivery services.

Tracks daily postage usage; obtains postage for postage meter; prints usage report for Finance Department.

Provides customer service to assist with certified mail.

Operates and maintains postage machine and postage meter, fax, shredder, or other equipment as necessary to complete essential functions.

Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, product safety information, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; previous office or shipping and receiving experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well-established procedures or sequences.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as rain, fumes, temperature and noise extremes, machinery, vibrations, and traffic hazards.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*