

CLASS SPECIFICATION



CLASS: Supply/Mail Clerk
ALLOCATION: Health & Human Services
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1997
REVISED: 2/12; October 2019

JOB SUMMARY:

Under general supervision, receives shipments, fills supply requests, processes incoming and outgoing mail, provides courier services, assists with routine minor maintenance and repair and performs related work as assigned.

This is a single courier classification.

CLASS CHARACTERISTICS:

This position reports directly to Administration and Accounting Supervisor or an appropriate Supervisor or Manager depending on Department assignment. This class is distinguished from Office Assistant in that the nature of the work is supply/mail support rather than office clerical support.

EXAMPLES OF DUTIES:

Essential:

- Process all out-going mail for the department; receive, sort by zip code, weigh and use postage meter machine to stamp mail based on pre-sort regulations.
- Pick up, sort and distribute inter-county mail, within a specified time schedule, deliver daily presorted mail to centralized location(s); pick up mail from other departments.
- Receive, sort and prepare incoming mail for distribution; route incoming mail and place items in designated areas throughout the department using carts and/or handbags as needed.
- Process and mail certified mail.
- Maintain accurate and appropriate records and files.
- Prepare packages, cartons and other items for shipping via common carriers such as UPS, Federal Express, etc. Shipments may include bulk items such as pallets of paper, file folders, envelopes, check stock, forms and supplies.
- Inspect packages and letters for damages as well as accuracy of orders received. Notify purchasing coordinator of all discrepancies.
- Fill all written requests for office supplies and forms.
- Check inventory daily and assist in ordering supplies and forms.
- Maintain supply levels for eligibility forms and supply drawers.
- Stock and maintain bulk supply items in various locations in the department.
- Perform various errands for the department such as picking up print orders and supplies on an as needed basis from various local vendors, taking postage meter head to the Post Office and replenishing the postage as necessary.
- Drive a motor vehicle daily to perform courier services for the department.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use a variety of specialty equipment such as folder/insert machine.
- Assemble and replace parts or make minor repairs and adjustments to furniture and office equipment.
- Perform minor maintenance such as replacing clock batteries, light bulbs, ceiling tiles etc.
- Performs minor custodial duties as necessary to maintain safe and orderly public and employee areas; may be required to safely secure and quarantine bio-hazardous waste in public and employee areas.
- Move office equipment and furniture as required.
- Assist with annual inventory and handle the surplus of fixed assets.

EMPLOYMENT STANDARDS:

Knowledge of:

- Business arithmetic.
- Methods of establishing effective working relationships.
- Correct business English to include spelling, grammar, sentence construction and punctuation.
- The use of specified computer applications involving inventory control, report generation and other related activities.
- Standard office practices and procedures.
- Specialized mail room equipment including postage machines and other typical office equipment.
- Inventory control, supply distribution/control, record-keeping principles and practices.
- U.S. Postal regulations and operating and safety procedures for mailing equipment.
- Rules, regulations, practices and procedures governing the handling, processing and distribution of mail.
- Minor maintenance, equipment adjustment and repair.

Skill in:

- Speaking, understanding and writing English as required for effective communication to perform the job requirements.
- Understanding and following oral and written instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Safely operating a motor vehicle.
- Meeting deadlines in a timely manner.
- Independently performing the routine duties of the supply/mail room.
- Developing and maintaining accurate records and reports utilizing a variety of office machines including computers.
- Using small tools to perform minor maintenance, adjustments and repairs.
- Independently organizing own work and set priorities to meet job requirements in a timely manner.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Make accurate arithmetic calculations.
- Communicate effectively and efficiently verbally and in writing; follow and issue verbal and written instructions.
- Work as a member of a team in a unified team environment; working effectively with co-workers, volunteers and other County staff.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in an office, warehouse and/or stockroom setting; operate a variety of equipment.
- Regularly walk, stand or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds and with assistance up to 100 pounds.
- A high degree of dexterity in order to use ladders, hand tools and equipment.
- Mobility to drive a motor vehicle to various work locations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment, stock room, and warehouse setting which is partially environmentally controlled.
- Exposure to fumes, odors, dust etc. that may affect the respiratory system, eyes or skin.
- Courier service and deliveries are performed in mild as well as foggy, cold, rainy and very hot weather.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and some office, inventory, supply, warehouse, delivery or mail processing experience.

PREFERRED: In addition to the minimum, one year of office, inventory, supply, warehouse, delivery or mail processing experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Health & Human Services Approval:
Date:

EEOC: F
WC: 8810

Human Resources Approval:
Date:

Signature: _____

Signature: _____