

**Title: Mailroom Clerk**  
**Department: Administration**  
**Division/Office: County Administrator's Office**



Grade 2105; Hourly position; Category: Classified; Job Code: MC; Rev.:07/01/2021

### **General Description**

The purpose of this job is to collect and distribute mail from the Post Office and County Departments.

This position works under close supervision according to set procedures.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Processes and meters mail from all county departments.
- Processes incoming and outgoing packages through the United States Postal Service.
- Receives and delivers shipments from carrier companies.
- Conducts safety checks of vehicles used for daily mail operations.
- Orders supplies for the mail room including the metering machine.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by six (6) months of mail room or customer service experience or an equivalent combination of education, training and experience.

### **Additional Requirements:**

Some knowledge of office terminology, procedures, and equipment; some knowledge of basic arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

### **Americans with Disabilities Act Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideas by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement