

## MAIL AND SUPPLY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves responsibility for the processing of mail, packages and related materials. In addition the class has responsibility for the operation of a small supply room including maintaining the inventory and records of supplies and material received. Work is performed under the general supervision in accordance with specific oral or written directions. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Receives, sorts and distributes incoming mail;

Processes and keeps records of registered, insured and certified mail;

Operates postage meter;

Receives and maintains records of incoming shipments of office supplies and materials;

Maintains an inventory of supplies and fills departmental requisitions;

Receives and stores supplies and related materials;

Answers switchboard and maintains appropriate records;

Acts as receptionist;

Operates office machines.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of inventory control procedures; working knowledge of U.S. postal regulations; ability to follow oral and written directions; ability to get along well with others; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Successful completion of the eighth grade in school; or its' equivalent.

ULSTER COUNTY  
4140 M&S CLK  
Classification: Competitive  
Grade: 5  
Union: CSEA

Adopted: October 25, 1977  
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