

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005190
Grade 11
FLSA: N**

MAIL CLERK

DEFINITION OF CLASS:

This is mail collection, processing, sorting, and distribution work. Personal contacts are with the supervisor or leader to receive assignments; County employees to provide information about routine mail services and, at times, special jobs or concerns; and U.S. Postal Service workers and equipment service technicians to exchange information. An employee in this class provides no direct service or assistance to the public.

The employee is responsible for making scheduled mail pickups and deliveries and performing a variety of activities relating to mail processing requiring extended periods of standing and walking. Work is largely manual and includes such duties as sorting and bundling mail, and operating/maintaining mail processing equipment including automatic mailing machines, computerized accounting system, U.P.S. manifest system, electronic scales, and addressing/mail inserting equipment. Working under general supervision, employees in this class receive assignments through oral and written instructions. Work performance is evaluated in progress and upon completion on the basis of timely collection, sorting and distribution of mail. The work is of a routine nature with adjustments required to accommodate staff shortages or the addition of new mail stops. Work is performed primarily in a mail room environment and County offices and includes driving a motor vehicle daily between County buildings and other facilities to collect and distribute mail. Mail handling equipment presents some unpleasantness in the form of noise, dust and some dirt/grime/grease resulting from working with equipment and performing preventive maintenance and repair tasks. Employees in this class face potential hazards of dangerous substances and are required to operate high speed equipment that requires attention to safety precautions. They are required to stand and handle mail for extended periods, move about and push, lift and move mail containers and other materials usually weighing 35 to 45 pounds, but sometimes weighing 50 to 75 pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives, sorts, bundles, and delivers incoming/outgoing U.S., outside delivery service, and inter-office mail including books, films, records, and certified, registered, and insured mail.
- Drives a light van to pick up and deliver mail to various and multiple County offices and other destinations.
- Operates and performs routine operator maintenance on a variety of mail processing equipment including but not limited to a six-station inserting and mailing machine, computerized direct addressing and labeling equipment, scales, high-speed tabber, folder/pressure sealer with inserter capability and x-ray machine.
- Maintains daily record of outgoing mail postal charges by County agency/department.
- Records information for all registered, certified, and insured mail.
- Wraps packages for mailing.
- Determines postage costs for domestic and foreign mail.
- Helps prepare and check pre-sorted mail.

- Opens improperly addressed mail and reroutes appropriately.
- Charges postage due mail and business reply mail to proper office.
- May arrange for pick up and delivery of completed print shop jobs with courier service.
- Provides information to new employees regarding Mail Clerk duties.
- Provides messenger services between buildings occupied by County employees.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of the characteristics, capabilities and limitations of mail equipment.
- Skill in operating industrial mail equipment such as meter mail equipment, industrial inserters, industrial addressing equipment, industrial tabbers and mail equipment to ensure proper maintenance, repairs and safety of equipment operators.
- Skill to operate and perform minor adjustments/repairs on automated mail processing equipment, including but not limited to a six-station inserting and mailing machine, computerized direct addressing and labeling equipment, scales, high-speed tabber, folder/pressure/sealer with inserter capability and x-ray machine.
- Ability in accurately performing arithmetic computations, calculating percentages, and working with weights and raw materials required to complete a job.
- Some skill in oral communication to effectively exchange information with personal contacts.
- Ability to rapidly and accurately sort mailed material.
- Ability to perform data entry functions required for operation of computerized mail equipment
- Ability to understand and carry out oral and written instructions and to prepare written records appropriate to work.
- Ability to perform data entry functions required for equipment operation and recordkeeping purposes.
- Ability to meet scheduling commitments.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to work effectively with others.
- Ability to drive safely.

MINIMUM QUALIFICATIONS:

Experience: One year of experience working in a mail room environment operating industrial mail equipment.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

Physical Ability: Ability to independently lift, push or move mail containers and other materials usually weighing 25 to 45 pounds, but sometimes weighing 50 to 75 pounds; such material handling equipment as a hand truck may be used.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months,

during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: March 1972

Revised: January 1977

May 1987

Classification Study: November 1994 (M)

Classification Study: November 2005 (M)

August 2013

October 2014

March 2017

Medical Protocol per OMS Review: October 2022