

City of San Jose
MAIL PROCESSOR (1119)

CLASS PURPOSE

Under immediate supervision, sorts incoming U.S. mail and interdepartmental correspondence, processes outgoing mail, and assists departments with their postal needs. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Receives outgoing United States mail delivered to the central mail room.
Sorts mail by department.
Determines correct postal classification for mail, such as first, second, third, fourth, international, special delivery, certified, and other mail.
Calculates correct postal rates.
Operates and performs minor maintenance on metering machine to apply postage to mail.
Records and maintains records of costs from metering machine in order to properly charge mailing fees.
Sorts, bags or boxes mail by postal classification.
Posts notices of public hearings in affected areas of the City.
Operates light vans, pick up trucks, or automobiles. Determines most advantageous mailing rates and methods.
Works with outside firms under contract who barcode and sort City mail.
Works with General Services accounting staff to see that departments are properly charged for mailings.
Educates departments in proper ways to label and mail materials.
On occasion, assists Quick Copy Center on non-copy machine equipment (folding, cutting, hole punching.)

DISTINGUISHING CHARACTERISTICS

The incumbents of this classification are assigned to posting various types of outgoing City mail, sorting mail by postal classification, recording and tabulating postage costs by City departments.

QUALIFICATIONS:

Minimum Knowledges, Skills and Abilities

Ability to accurately sort documents alphabetically, numerically, or by classification of document.
Ability to make simple arithmetic calculations.
Ability to read and understand simple English.
Ability to lift and carry up to 50 pounds of mail.
Ability to operate light vans, pick up trucks, and automobiles.
Ability to communicate verbally skillfully.

QUALIFICATIONS (Continued)

Competency Knowledges, Skills and Abilities

- Ability to learn to operate and perform minor maintenance on a postal metering machine.
- Ability to accurately record and post simple cost figures.
- Ability to learn and use the most current postal rates.
- Ability to learn the City organization structure and determine the procedure for accurate sorting of mail and interdepartmental correspondence.
- Ability to learn and implement City policy on personal mail.

Training and Experience

Any combination of training and experience equivalent to completion of the 8th grade.

Licenses/Certificates

Possession of a valid California driver's license.

(Formerly Mail Clerk)

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