

Department: Information Systems
Classification: Competitive
Grade: 3

SPEC F2
DOCUMENT 42

MAIL AND SUPPLY CLERK TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position. Appointment following examination for a one year term during which incumbents learn the basics of the mail and supply room. The work involves responsibility for independently performing routine clerical work in a mail and supply room, containing a variety of supplies used in the County offices. The work is primarily of a routine nature and involves the application of standardized clerical tasks in a central supply store and mail room; involving receipt, storage and distribution, as well as inventory of office supplies; handles incoming, outgoing and interoffice mail. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment. Supervision may be exercised over helpers performing routine duties. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the receipt, storage and issuance of office supplies;
Inventories goods received and approves invoices for payment;
Devises a perpetual inventory system for supplies to keep them available at all times;
Supervises the taking of periodic physical inventory;
Set up charge back system to departments for supplies and mail costs through central supply;
Assists in handling mail, incoming, outgoing and interoffice by sorting and postage;
Overseeing proper postage on outgoing mail by weight pursuant to scale supplied by postal service; May be required to pick up and deliver mail or supplies;
Plans, designs and reviews work of helpers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of supply and mail room keeping methods and procedures; working knowledge of arithmetic as related to duties involved; ability to train others in duties; honesty, reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

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