

MAIL CLERK

DEFINITION: Under general supervision, performs work of routine difficulty in providing mail distribution and delivery services for the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Collects, sorts and processes outgoing regular, certified, priority, and express mail; categorizes items, confirms weights, operates postage machine; records number of items and amount of postage fees; updates transaction reports; transports outgoing mail to United State Postal Service (USPS) office; picks up incoming USPS mail according to established schedule.

Sorts items by recipient, program and location; delivers items to centralized office locations; may deliver mail and other items to office locations using tribal vehicle; performs clerical and support activities for work unit such as transporting records to storage, preparing and microfilming records, maintaining fax machines and copiers.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of mailroom equipment (e.g., postal meter, postal scales, postage machine, computer, time machine, planetary camera).

Knowledge of the U.S. Postal Service Zip Code system.

Knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.

Knowledge of the location of offices within assigned delivery area.

Skill in operating mailroom equipment.

Skill in communicating effectively, orally and in writing.

Skill in the safe and proper operation of equipment and tools.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and one (1) year mail room, delivery or general clerical experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.