

SENIOR MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving independent performance and supervision of postal operations. The work may require decision making as to methods used to determine the most efficient (cost saving) forms of delivery and classification of postage and other expenditures by account. The incumbent works under the general supervision of the Controller and supervises and trains lower level clerical workers. This position differs from Mail Clerk in that the duties are more complex; level of responsibility is higher and the presence of supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews a variety of complex postal activities and determines most efficient methods of delivery;
Recommends changes in mailroom procedures for improvements and to comply with existing or new policies issued by Federal or State Government;
Monitors maintenance of all postal equipment and machinery;
Recommends capital purchasing of postal equipment;
Records expenses to proper accounts;
Prepares complex analysis of postal usage and issues reports to clients;
Advises and makes recommendations on both internal and external processing of mailing requirements;
Attends meetings and provides input for implementation of new technologies in postal operations and work flow;
Orders and purchases necessary supplies and contracts for proper functioning and maintaining of postal operations;
Contacts clients, vendors and other agencies to obtain up-to-date information on technology and translates that into college needs;
Tracks, audits and monitors a variety of postal accounts and verifies balances;
Assists Controller in preparation of figures and reports for use in budget process;
Supervises employees by assigning and reviewing completed work and instructing college employees in specialized mail keeping activities;
Operates complex postal equipment, calculator and personal computer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of postal operations terminology, procedures and equipment;
Good knowledge of business arithmetic and English using fractions, decimals and percentages accurately;
Ability to organize and maintain accurate records and files;
Ability to plan, assign and supervise the work of a mailroom operation and determine efficient postal methods;

Ability to compute postal rates with accuracy;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret oral instructions and/or written directions with accuracy;
Ability to develop effective working relationships and deal diplomatically with clients and external agencies;
Ability to perform close, detail work involving considerable visual effort and strain;
Integrity and good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two years of experience in postal operations.

SPECIAL REQUIREMENTS: Possession of an appropriate level New York State Motor Vehicle Operator's License.