

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

Posted 04/26/2017
\$9.84 per hour
37.5 hours/week
1950 hours/year

JOB TITLE: Mail Clerk

SALARY RANGE: \$19,188 - \$35,646

JOB SUMMARY:

Under the direct supervision of a Senior Clerk, processes incoming and outgoing mail, ensuring that it is free of suspicious characteristics/substances. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Inspects all incoming letters and packages for suspicious characteristics/substances. Sorts, opens, and prepares letters and packages for delivery.
- Distributes and collects all mail, including inter-office mail.
- Sorts outgoing mail according to destination; examines for appearance, operates electronic mail machine to seal envelopes. Stamps according to weight with internal postage meter.
- Picks up incoming mail from the post office and delivers to the Mail Receiving Center.
- Maintains an accounting of postage due from departments and notifies vendor when postage needs to be replenished.
- Maintains cleanliness of Clerk's vehicles.
- Uses software programs to input and retrieve data.
- Assists in the Records Storage Facility (RSF) as needed.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (G.E.D).
- Valid Florida driver's license.
- Must be able to type.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of basic recordkeeping practices and procedures.
- Knowledge of postage meter operations.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.

- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of basic records management standards, practices, and procedures.
- Knowledge of sequencing, sufficient to maintain documents in numerical, alphabetic, or other established order.
- Ability to work at heights up to 12 feet.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

PHYSICAL ACTIVITIES:

- Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, and Repetitive motions.

PHYSICAL REQUIREMENTS:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; using measurement devices; and assembly of parts.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.