

Mail Clerk

SUMMARY:

Compiles and prepares mail by performing the following duties.

Job Functions include:

- Collects, prepares, meters, packs, and sorts all outgoing mail.
- Receives, sorts, and delivers all incoming mail.
- Orders supplies for mail room.
- Keeps all supplies for mail room neat and orderly, as well as accessible for all to use.
- Types, faxes, and couriers at request.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)