

DISTINGUISHING FEATURES OF THE CLASS: This is a position involving responsibility for performance of a variety of tasks relating to mail and responsibility for manual work and routine clerical work in connection with the receipts, storage, maintenance and issuance of commodities. The work is performed in accordance with a prescribed routine and is subject to continuous supervision by other supervisors.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Sorts incoming and outgoing mail pursuant to U.S. Postal Service Regulations;

Keeps record of amount of postage for each department;

May be required to deliver or collect mail within buildings;

Operates the postage meter machine and machines related to mailing;

Supervises the receipt and issuance of supplies and equipment;

Maintains a perpetual and periodic inventory of stock on hand and prepares requisitions for replenishment;

Follows up shipping slips and invoices for the correction of errors and discrepancies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods and practices in receiving, storing, maintaining and issuing supplies; good knowledge, books, and catalogs; ability to make simple arithmetical computations; ability to keep records and make reports; some knowledge of Postal Regulations;

ability to get along with others; integrity, accuracy and orderliness; and judgment.

MINIMUM QUALIFICATIONS: Candidate must meet the requirements of the following groups:

- (A) Graduation from a standard senior high school, or;
- (B) Graduation from a standard grade school with four (4) years business experience, of which one (1) year should be in the receipt, storage and distribution of supplies: or
- (C) A satisfactory equivalent combination of the foregoing of the experiences and education.

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Last Reviewed:  
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Public Hearing:  
NYS Civil Service Commission Approval:

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