

MAIL SUPPLY AND RECORD/INVENTORY CONTROL CLERK 11-E

DISTINGUISHING FEATURES OF THE CLASS: This position performs varied duties related to the processing of mail, parcels, office supplies, and records management. The incumbent must enforce and maintain an accurate inventory control system. Work is performed under general supervision in accordance with specific oral and written directions.

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.*

Receives and sorts incoming mail and packages;

Ensures all parcels received in the district reconcile with all vendor/transit receipts;

Processes outgoing mail and packages;

Keeps records of regular, registered, insured and certified mail;

Operates postage metering equipment and computes rates for all types of mail, and keeps accurate records of postage used;

May be required to deliver mail or to pick up mail at the Post Office;

Keeps such records as are required;

Computes rates for mailing, insurance, registry, and certification, and keeps records of postage used;

Performs storeroom duties, including receiving of equipment, materials, supplies and other items from vendors and delivers to the appropriate building, ensuring that all related paperwork is completed;

Fills supply requisitions, records transactions and maintains inventory control files;

Inventories materials received against purchase orders;

Maintains mail and stock room in a clean and orderly condition at all times;

May perform routine maintenance and cleaning duties;

Prepares written reports as directed;

May be required to perform various record management duties such as retrieving and filing records
in accordance with state retention schedules;

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

May be required to operate a van or passenger car in the transport of materials or persons.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to follow simple oral and written directions; ability to acquire familiarity with procedures and equipment of a central mail and supply operation; clerical aptitude; trustworthiness; accuracy; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience involving inventory control; or
- (B) Two years' experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described above.

NOTE-Certain Jurisdictions may require the candidate to possess the appropriate New York State Operator's License at time of appointment.