



City of Phoenix MAIL SERVICE WORKER

JOB CODE 00180

Effective Date: 08/00

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to receive, collect, and deliver interdepartmental and United States mail incidental to the operations of City departments. Work involves driving a City vehicle to various City department offices and working in the Mail Room. The incumbents of this class work under the general supervision of the Mail Service Supervisor.

ESSENTIAL FUNCTIONS:

- Receives, collects and delivers letters, parcels, and other mail items to/from citywide users and the United States Post Office for the Mail Services Section of the City Clerk Department.
- Operates various mail equipment including a high-tech inserter, computerized postage meter with scale and bar code reader, and an automatic bundling and inserting machine.
- Weighs, determines postage, and bundles outgoing mail.
- Follows an assigned route to make mail deliveries and collections.
- Maintains an established delivery and collection schedule.
- Prepares certified and registered mail and delivers to Post Office.
- Performs preventive maintenance on equipment and makes simple repairs.
- Advises city staff of available mail services.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Standard office practices, including filing and indexing.
- City of Phoenix addresses and street locations.
- Mail room practices and procedures.
- Occupational hazards and safety precautions applicable to mail room equipment and work involving the moving of heavy items.

Ability to:



City of Phoenix

- Sort, separate, arrange, file, or distribute incoming mail in a prescribed manner.
- Bend or stoop repeatedly or continually over time in processing bundles of materials for distribution or mailing.
- Communicate in the English language with individuals in a face-to-face one-to-one setting or by using the telephone.
- Learn job-related work primarily through observation, oral and written instructions given in the English language. This learning takes place mainly in an on-the-job training setting.
- Work independently within established procedures and policies.
- Make basic arithmetic calculations for recording data.
- Work cooperatively with other City employees and the public.
- Operate a variety of standard office equipment requiring continuous or repetitive arm-hand-eye movements.
- Move items weighing less than 50 pounds distances of up to 30 feet.
- Work in a variety of weather conditions with exposure to the elements.
- Enter data or information into a terminal, PC, or other keyboard device.
- Clean equipment using appropriate materials and while wearing appropriate protective clothing, i.e., gloves and aprons.

Additional Requirements:

- This classification requires the use of a personal or City vehicle on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will be required to perform other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of clerical experience. Other combinations of education and experience that meet the minimum requirements may be substituted.