

Mail Clerk - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Knows how to operate all equipment involved in receiving/sending out, sorting, labelling, and posting mail
Knows proper postage rates for various classes of mail and how to determine appropriate postage rates for foreign mailings
Maintains inventory of mail room supplies
Understands established mailing schedules (incoming and outgoing) and makes sure mailings are prepared in a timely manner to conform to mailing requirements

QUALITY OF WORK:

Incoming and outgoing mail is properly recorded, distributed in a timely manner
Postage on outgoing mail is absolutely correct, and properly recorded
All mail is distributed; clerk does not decide what is "junk mail"

QUANTITY OF WORK:

Daily incoming mail is completed by ____ each day
Daily outgoing mail is completed by ____ each day
Mail volumes are recorded as well as postage meter balances

JUDGEMENT:

Knows the priorities and determines schedules to accommodate needs of organization within the staffing capabilities of the mailing function
Asks for assistance for major mailings and unusual schedule deviations