STATE OF OHIO (DAS)
CLASSIFICATION

CLASSIFICATION SERIES:	SERIES NO.:	
Mail Clerk/Messenger	1273	
MAJOR AGENCIES:	EFFECT. DATE:	<b>NEW EFF. DATE:</b>
Attorney General only	01/01/1980	01/13/1991

# **SERIES PURPOSE:**

**SPECIFICATION** 

The purpose of the mail clerk/messenger occupation is to process incoming & outgoing U.S. & inter-office mail & deliver, pick up, move, load & carry mail, messages, office furniture &/or office equipment.

CLASS TITLE: CLASS NUMBER:

Mail Clerk/Messenger 12731

EFFECTIVE DATE: NEW EFFECTIVE DATE:

01/01/1980 01/13/1991

# **CLASS CONCEPT:**

The full performance level class works under immediate supervision & requires working knowledge of agency & federal postal regulations & procedures in order to open, sort, stamp & deliver incoming &/or outgoing mail & to deliver, pick-up &/or move office furniture & office equipment.

CLASS TITLE:	CLASS NO.:	BARG. UNITS:
Mail Clerk/Messenger	12731	045

### **EFFECTIVE DATE:**

### **NEW EFFECTIVE DATE:**

01/01/1980

01/13/1991

# JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process or hand processes incoming &/or outgoing mail (e.g., sorts; date & time stamps; opens; bundles; addresses; registers) & delivers to appropriate office &/or picks up mail, parcels &/or messages.

Loads & unloads trucks; prepares UPS or express letters or packages; posts money on to meter machine; posts figures; stuffs envelopes; inventories &/or distributes supplies; labels, folds, &/or staples materials; photocopies materials; delivers, picks up &/or moves office furniture &/or equipment.

Performs miscellaneous clerical tasks (e.g., answers telephones, files).

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency & federal postal regulations & procedures\*; addition, subtraction, multiplication, division, fractions, percentages. Skill in operation of postage equipment\*. Ability to sort items into categories according to established methods; complete routine forms or records; stand, walk or bend continuously; lift up to 100 lbs.

## MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to add, subtract, multiply & divide whole numbers & to read & write simple sentences; ability to lift up to 100 lbs; 1 course in public relations (or 1 month experience); must possess a valid driver's license.

Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

# TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

## **UNUSUAL WORKING CONDITIONS:**

May be exposed to loud or constant noise from office machines; may be required to work outside, exposed to weather; may be required to work overtime.