

Jurisdictional Class: Competitive
Adopted: July 6, 1978
Revised: May 3, 2010

CENTRAL SERVICES CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work of this position encompasses three main areas of responsibility: keeping a computerized perpetual inventory of office supplies in the central supply center; unloading and storage of freight; and participating in the work of the mailroom, operating a variety of machinery used in the preparation and handling of materials for mailing as well as picking up, receiving, sorting, and distributing incoming and interoffice mail throughout the complex and outlying buildings. The work is performed under the direct supervision of the Purchasing Agent. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Picks up, receives, sorts, and distributes incoming and interoffice mail that may weigh in excess of 50 pounds throughout the complex and outlying buildings;
Checks supplies, materials, and equipment received in the storeroom to insure that the shipment is complete and undamaged;
Issues supplies upon request and enters data of supplies distributed to departments;
Enters data on computer for inventory purposes of all materials in the storeroom;
May process and keep records of registered, insured, and certified mail;
May compute rates for mailing, insurance, registry, and certification and keeps records of postage used;
May process outgoing mail and packages including the operation of mailroom equipment such as folder, inserter console, scales, conveyor, and postage meter;
May operate photocopy machine and related equipment in order to produce letters, forms, reports, and similar printed materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of inventory procedures;
Working knowledge of arithmetic;
Ability to operate an offset printing machine or photocopy machine and mailroom equipment;
Ability to read and write English;
Ability to keep accurate and legible records;
Ability to follow simple oral and written directions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience working in either a mailroom, or in operating offset printing equipment or photocopying machines, or working in stock keeping and inventory control.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.