

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MAILROOM CLERK

<b>JOB CODE: 60046</b>	<b>PAY GRADE: 5</b>	<b>PAY RANGE: \$26,000 - \$40,320</b>
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### GENERAL DESCRIPTION

Under the general direction of a supervisor, performs mailroom duties requiring knowledge of Sheriff's Office policies and procedures. Incumbents are expected to exercise independent judgment and to make decisions regarding routine questions and work methods, and demonstrate knowledge of United States Postal Service regulations. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Answers routine questions regarding mail and packages, and routes incoming and outgoing mail appropriately;
- Uses a computer, mail machine and other office equipment to process and route the daily mail for the agency;
- Assists bureaus with determining the most effective and efficient way to mail items throughout the agency;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

### QUALIFICATIONS

- High School diploma or G.E.D.
- A minimum score of 70% on basic skills test
- Must possess a valid Florida driver's license



## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business English, spelling, and arithmetic
- Knowledge and application of general office practices and procedures
- Ability to operate standard office equipment, such as computer, typewriter, copy machine, adding machines, and calculators
- Ability to maintain accurate records, logs, and files
- Time management skills
- Inter-personal skills
- Verbal and written communication skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up 4 hours per day
- Walk up to 3 hours per day
- Frequently lift up to 20 lbs.
- Occasionally lift up to 25 lbs.
- Frequently bend, squat, reach, kneel, or twist