

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



719 Batavia Avenue
Geneva, Illinois 60134
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JOB DESCRIPTION

Job Title: Mailroom Clerk
Department: Building Management
FLSA Status: Full Time – Non-Exempt
Salary Grade: R261 DOQ
Essential: No
Work from Home Eligible: No
Bargaining Unit: No

POSITION SUMMARY:

Under direction of the Building Management, the Mailroom Clerk/Utility is responsible for the delivery of all the incoming and outgoing mail for the county. Including inter-office mail deliveries to county offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Pickup and delivery of daily U.S. Postal Service mail as well as inter-office mail.
2. Drive the Mail Van to various locations on route.
3. Work with pre-sort company on daily pick ups
4. Sorting all incoming and out-going mail.
5. Operation of postage machine.
6. Places orders to Printing companies per depts. requests
7. Orders copy paper for county offices
8. Schedules Fed Ex and UPS pick up and deliveries
9. Manages funds for postage machine
10. Manage mail costs charged back to other departments.
11. Reading and writing English.
12. Deliver copy paper and envelope boxes and other deliveries to departments.
13. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Possess a valid driver's license.
2. Must be proficient with computer including Excel
3. Be a good team player.
4. Have ability to operate a postage machine.
5. Have ability to operate power tools, hand tools, and other equipment needed.
6. Have knowledge of occupational hazards and necessary safety precautions to be followed.
7. Have ability to concentrate and pay close attention to detail.
8. Must be able to follow directions.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, walk, use hands and arms to operate vehicle and equipment.
- Must be able to climb, crouch, kneel or stoop.
- Employee must be able to lift 75 lbs.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

1. Must be able to do work outdoors in all weather conditions.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Equipment includes, but is not limited to:

Vehicles (Drive Mail Van)

Computers

Telephone

Copier/fax

REPORTING RELATIONSHIPS:

Reports to: Assigned Manager or Director.

EDUCATION:

Required:

- High School Diploma or equivalent.

EXPERIENCE:

1 year in an office setting or demonstrated working knowledge.

APPROVAL

Name (Dept. Head / Elected Off.)

Title

Date

Employee _____ Date _____