



Receptionist Mail Clerk

Definition

Under general supervision to perform a variety of clerical, mail delivery and receptionist functions.

Typical Job Functions

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Weigh, meter and post mail.

Deliver mail at City Hall and to six satellite locations.

Answer telephones, greet visitors, respond to questions and direct calls to appropriate City departments.

Reproduce documents and City Council packets.

Order and deliver supplies.

Perform various data entry requirements.

Qualifications

Knowledge of:

Safe driving practices and precautions; word processing and web browsing programs; personal computers, fax machines, photocopiers, and multi-line telephones; English usage including spelling, grammar and punctuation; standard record keeping practices for filing, indexing and cross referencing; basic mathematics; and time management techniques.

Ability to:

Safely drive a vehicle for mail and supply deliveries; provide exceptional customer service; communicate effectively both verbally and in writing; learn the function and organization of each City department; perform detailed clerical work quickly and accurately; prioritize work, multi-task and support multiple supervisors; operate standard office and mail equipment; establish and maintain effective working relationships; lift weight of 50 pounds or less.

Education and Experience

Any combination equivalent to graduation from high school and one year of experience doing miscellaneous clerical support and receptionist duties.

Licenses and Certifications

Possession of a valid California driver's license and a safe driving record.

Special Requirement

Must be able to work evening hours until 7:00 p.m., typically on Wednesday or Thursday evenings.

FLSA: Non-exempt
Est. 6/2007