

**Title:** Mail Clerk I  
**PG:** 24  
**Status:** Civil Service  
**Position Reports to:** Supervisor of Support Services  
**Department:** Lakeland Electric

**Class Code:** 6544  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible work involving the processing and delivery of inter-office and external mail throughout the City of Lakeland. Job task problems involving departure from established rules and policies are reviewed with supervisor for final decision, but normally employees develop their own procedures and carry work through to completion.

**ESSENTIAL FUNCTIONS:**

1. Collect, sort and deliver inter-office correspondence, post office mail and light parcels and packages within the offices, plants and remote locations of the organization.
2. Operate and maintain mailing machines including letter inserts, postage meters and other related equipment.
3. Operate computer, calculator, postage meter, copier and other office equipment.
4. Process bills and perform financial transactions to bill departments for store items selected by employees through the recognition program.
5. Process bulk mailings.

**ADDITIONAL RESPONSIBILITIES:**

1. Assist Customer Service with bill folding.
2. Perform related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of mail and post office regulations.
2. Knowledge of office procedures and methods.
4. Knowledge of various computer programs, including Excel.
5. Knowledge of departmental and City of Lakeland policies and procedures.
7. Ability to safely drive a van and continuously get in and out in various weather conditions.
8. Ability to develop and establish effective relationships with co-workers, supervisor, vendors, other city employees and the general public.
9. Ability to maintain confidentiality.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires work that involves walking or standing most of the time, lifting and carrying packages weighing up to 10 pounds, and routine keyboard operations.  
The job risks exposure to adverse weather conditions, wet, humid conditions, dusts, pollen, extreme noise levels, and bright/dim light.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE)**

1. High school diploma or its equivalent.

**SPECIAL REQUIREMENTS:**

1. Must have a state of Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to maintain First Aid and CPR certification.

**Title:** Mail Clerk I

**PG:** 24

**Status:** Civil Service

**Position Reports to:** Supervisor of Support Services

**Department:** Lakeland Electric

**Class Code:** 6544

**Date:** 09/08

4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.