

**Title:** Mail Clerk II  
**PG:** 29  
**Status:** Civil Service  
**Position Reports to:** Supervisor of Support Services  
**Department:** Lakeland Electric

**Class Code:** 6545  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible work involving a variety of mail and office duties. Duties include typing forms and reports, processing invoices, processing and delivering mail, and conducting inventories for office supplies and company store merchandise. 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. Train and mentor less skilled employees.
4. Maintain appropriate records and reports.
5. Conduct and maintain inventory of office supplies and company store merchandise.
6. Operate computer, calculator, postage meter, copier and other office equipment.
7. Maintain company store inventory and process payment of vendor invoices.
8. Process bills and perform financial transactions to bill departments for store items selected by employees through the recognition program.
9. Track LE Bucks spent in the company store for the recognition program.
10. Plan the work load and mail runs.
11. 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 filing systems and the ability to develop appropriate and efficient systems and procedures.
3. Knowledge of the principles and practices of cashiering as well as office procedures and methods.
4. Knowledge of various computer programs with proficiency in Excel.
5. Knowledge of the organization's recognition program and finance system.
6. 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.

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

1. High School diploma or its equivalent.
2. Three (3) years experience as a Mail Clerk I or related office experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

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