



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Mail Clerk

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative Support

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under general supervision from the Courier Supervisor, performs daily operations in the mailroom of the Las Vegas Clark County Library District (District). Duties include receipt and distribution of mail and other materials to and from urban and outlying branches and other facilities of the of District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and packages First Class mail, outgoing books, outgoing UPS and FedEx packages, and other special orders.
2. Receives and distributes incoming U.S. Mail, UPS and FedEx packages, and various other acquisitions for the Library District.
3. Completes purchase order forms for supplies and special requests.
4. Maintains departmental log of daily postage spent for requests of additional monies for the postage meter; responsible for recording registered mail.
5. Operates District vehicles in the transport of packages, mail, and equipment.
6. Performs minor maintenance tasks on vehicles; reports vehicle maintenance and/or repair needs to Facilities Maintenance.
7. Sorts various materials such as mail, books, magazines, and tapes for the purpose of ensuring correct transport.
8. Maintains compliance with District, Branch, and departmental policies and procedures.
9. Utilizes hand tools such as box cutters, scissors, staplers, tape dispensers, hole punchers and dollies in the performance of tasks.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Postal packaging, processing & distribution
- Basic record-keeping

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High school diploma, GED, or equivalent.

Preferred: N/A

- **EXPERIENCE:**

Required: Six (6) months' work experience that provides familiarity with mailroom practices and procedures.

Preferred: N/A

- **License or Certification:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require lifting and carrying objects of heavy weight (30 - 60 pounds); occasional lifting and carrying objects of very heavy weight (60 - 100 pounds); frequent bending, stooping, reaching, and pushing; and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and standing, or sitting for extended periods of time.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of streets and freeways in Las Vegas, as well as Clark County.
- Knowledge and use of postage metering equipment and procedures.
- Knowledge of correct English usage, spelling, punctuation, and grammar.
- Skill in the safe use of loading and unloading equipment.
- Ability to work both independently and as an effective part of a work team.
- Ability to drive safely in various weather and road conditions.
- Ability to communicate clearly and concisely, both orally and in writing.

DEVELOPED: July 1, 1995

UPDATED: February 28, 2018