

# MAIL AND RECORDS CLERK Tompkins County

**Department:** County Clerk

**Classification:** Competitive

**Labor Grade:** 7

**Approved:** 0

## **MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a high school equivalency diploma.

## **SPECIAL REQUIREMENT:**

The position involves the operation of a motor vehicle. Possession of a valid New York State driver's license is required at time of appointment. The incumbent must maintain such license continuously for the duration of employment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for properly receiving, handling, sorting and delivering in-coming and out-going mail, packages and records. The work involves the use of a postage meter for various classes of mail. The incumbent is responsible for determining the appropriate rates, according to class of mail, and for making correct settings on the machine before each run. A Mail and Records Clerk is also responsible for receiving, tracking, retrieving and distributing records from the central records repository. The records work involves inventorying records and maintaining a records retention, retrieval, and disposition system based on regulatory and departmental requirements. An employee in this class will work with select employees in each county department on their records storage needs and may work with Elections department staff to store and distribute voting machines and to provide training on their use. In order to increase the value of the records program, the incumbent is required to make contact with the various Towns, Villages, School Districts and Special Districts in Tompkins County in order to promote the idea of a centralized records storage facility. The work is performed under the direct supervision of the Commissioner of Personnel or his/her designee; however, the incumbent is required to exercise some independent judgment when performing the duties of this position. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Receives, sorts and distributes all incoming mail;
- Collects, sorts, applies appropriate postage and mails all outgoing mail;
- Picks up and delivers interdepartmental mail;
- Delivers bulk and pre-sort mail to post office;
- Operates postage meter to stamp out-going mail according to class of mail and current rates;
- Collects postage due mail and certified mail for departments;
- Repairs equipment as needed to guarantee mail delivery continues;
- Prepares packages for shipment by parcel service or other commercial delivery service;
- Maintains records of all postage used on a departmental basis for the preparation of charge-backs;
- Stuffs and labels envelopes;
- Performs a variety of clerical duties as required;
- Prepares and maintains routine reports.
- Initiates, coordinates and promotes the systematic management of local government's records in consultation and cooperation with Department Heads and their designees;
- Recommends, guides, and develops a records management "best practices" for local government employees;
- Tracks the continuous disposition of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition schedules;
- Coordinates the storage and management of inactive records;
- Reviews and recommend requests for records storage equipment;
- Develops and reviews proposals for any micro graphics or automated data processing systems related to county records retention systems;
- Organizes, identifies, and administers the use of records;

- Conducts an initial overview of records systems and outstanding needs;
- Establishes and maintains a detailed inventory of existing county records;
- Writes, tracks and implements grant proposals;
- Conducts an analysis of the inventory results as a basis for planning future records management efforts;

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of business arithmetic and English;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of the purposes, principles, terminology and practices employed in records planning and management;
- Working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in records planning and systems developments;
- Working knowledge of desktop computer applications (i.e.; spreadsheet, word processing, database);
- Ability to maintain effective working relations with others;
- Ability to communicate in a civil manner and deal effectively with others;
- Ability to compute postal rates;
- Ability to prepare clear, concise and accurate reports;
- Ability to understand and follow relatively complex oral and written directions;
- Ability to maintain accurate records;
- Ability to lift moderately heavy items such as mailbags and boxes;
- Ability to perform database and mail metering work that involves a moderate amount of visual effort and strain;
- Clerical aptitude, good judgment, initiative, resourcefulness, accuracy, tact and courtesy are required;
- The employee's physical condition shall be commensurate with the demands of the position.

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