

**COMPETITIVE
BRACKET: \$26,032 - \$33,657
9568**

**MAIL ROOM CLERK / RHA
(Rochester Housing Authority)**

DISTINGUISHING FEATURES: This is an entry-level position at the Rochester Housing Authority (RHA). Incumbent works under the supervision of the Executive Personnel Administrator in the Human Resource Department. Employees in this position handle incoming, outgoing, and interoffice mail, using both manual and automated methods. Related work is performed as required.

TYPICAL WORK ACTIVITIES.

Receives and processes mail;
Sorts incoming mail and interoffice mail;
Date-stamps incoming mail and places it in mailboxes for distribution;
Delivers incoming and outgoing mail using a delivery cart;
Processes outgoing mail, for both domestic and international delivery;
Weighs mail and affixes postage either by hand or with a meter;
Processes all incoming and outgoing envelopes and packages from services such as United Parcel Service, Federal Express, and overnight delivery;
Prepares mailings by folding items and inserting them into envelopes or operating automated equipment;
Performs routine maintenance on equipment such as folding machine, burster, and postage meter;
Assists with storing office supplies;
Assists with filing correspondence and other documents;
Sends and receives faxes, performs departmental photocopying, and does basic computer data entry;
Drives RHA vehicle to make priority deliveries to various departments or the nearest Post Office.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use spreadsheet software (Ex., MS Excel);
Ability to use a personal computer;
Ability to operate and maintain a variety of mail room equipment (e.g., folding machine, burster machine, inserting machine, decolorator machine, postage meter machine);
Ability to read and complete standard forms;
Ability to perform arithmetic computations;
Ability to organize and deal with varied workloads;
Ability to read and interpret rules, regulations and procedures;
Ability to meet deadlines;
Ability to deal tactfully with internal customers;
Ability to lift up to 50 pounds;
Skill in oral communication.

Mail Room Clerk / RHA

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MINIMUM QUALIFICATIONS:

High school diploma or G.E.D.,

AND

One (1) year of experience working in a post office or mailroom;

OR

One (2) years of experience performing general clerical activities which included entering data into a personal computer and processing mail. *

*These experiences may have been obtained either concurrently or separately.

SPECIAL REQUIREMENTS:

Possession of a current valid NYS Class D Operator's license. The license must be maintained throughout employment in this title.

ADOPTED: APRIL 27, 2017

REVISED: February 24, 2022