

**CLASS TITLE: CENTRAL MAIL ROOM CLERK**

**Class Code: 02415200**  
**Pay Grade: 11G**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In a Central Mail Room, to perform simple clerical and manual tasks in the handling and delivery of mail, records and supplies to various state agencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the close supervision of a superior; work is reviewed in process and upon completion for conformance to United States Postal Regulations and established procedures.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORKED PERFORMED:**

In a Central Mail Room, to perform simple clerical and manual tasks in the handling and delivery of mail, records, and supplies to various state agencies.

To pick up outgoing mail at various state agencies.

To sort the interdepartmental mail so that all the mail to the same addresses are prepared for delivery.

To sort the outgoing mail placing all the mail from the same address's together.

To weigh the outgoing mail and affix the proper postage using a meter mailing machine.

To take a postage meter reading and record the reading on a daily log so that the proper agency is charged for postage used.

To pack mail and get it ready for pick up by the United States Post Office.

To deliver interdepartmental mail to proper agencies.

To pick up records at the state records center, sign for them and to deliver the records to their proper destination.

To pick up supplies and stationery at the State Stationery and Supply Store, and deliver supplies to agencies requisitioning them.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the United States Postal Regulations and Rates as applied to computing postage to a wide variety of classes and kinds of mail; the ability to apply such regulations and rates involving the making of arithmetical computations for postage accurately and with reasonable speed; the ability to establish and maintain effective working relationships with other employees; the ability to understand and carry out simple written and oral instructions; the physical ability to lift and carry bundles of mail and supplies that sometimes weigh in excess of fifty pounds; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; or

Experience: Such as may have been gained through: employment in the performance of simple clerical and manual tasks.

**SPECIAL REQUIREMENT**: At the time of appointment: must possess and maintain a motor vehicle operator's license issued in conformance to the requirements of the Rhode Island Registry of Motor Vehicles; and, also, must be certified by a licensed physician as physically qualified to perform the duties of this class and to meet the above-stated physical ability requirement.

Class Revised: December 22, 1985

Editorial Review: 3/15/03