

Job Class Code: 0045	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide mail, document, and package delivery services for the City. The class is responsible for pickup and delivery of mail and other items, postage, billing, supplies, and files. The class works according to some procedures; decides how and when to do things under general supervision. This job classification may involve work in excess of regularly scheduled hours when required by operational necessity.

TYPICAL TASKS

- Picks up mail, documents, and packages; sorts, marks, and delivers to departments, agencies, or individuals.
- Gathers outgoing mail, documents, and packages; sorts, marks, applies postage or otherwise prepares for shipment or other delivery.
- Prepares payment documents for payment to vendors.
- Maintains stocks of materials and supplies; issues and delivers materials to departments, agencies, or individuals.
- Maintains files by sorting, indexing, and storing important information.
- Performs routine office tasks, such as data entry, typing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual and a few coworkers.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license with a driving record in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 03/31/17