



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MAIL CLERKS AND MAIL MACHINE OPERATORS, EXCEPT POSTAL SERVICE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Mail Clrk & Mail Mach Oper, Xcpt Pos-B	R9051B	25	
Mail Clrk & Mail Mach Oper, Xcpt Pos-O	R9051O	25	
Mail Clrk & Mail Mach Oper, Xcpt Pos-A	R9051A	25	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

Nature of Work

Mail clerks and mail machine operators prepare incoming and outgoing mail for distribution to the post office or to a private shipping company. Mail clerks and mail machine operators sort piles of letters and packages. They weigh packages and letters and place the correct postage on them according to standards set by the U.S. Postal Service and private shipping companies such as Federal Express. Other duties include the use of hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in sorting, processing, and delivering documents, outgoing, incoming, and internal mail and packages.
- Employees assist in operating machines that collect, fold, and insert material to be mailed into envelopes and in operating machines that affix postage.

Recommended Education and Experience for Full Performance

Eighth grade education and six (6) months experience working in a mail room.

Minimum Qualifications

Eighth grade education.

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Operational

- Employees in this Role sort and deliver mail and packages for moderate sized agencies or work as a team for mail disseminations in larger volume agencies.
- Employees may work with computers to print labels or address volumes of envelopes.

Recommended Education and Experience for Full Performance

Eighth grade education and six (6) months experience working in a mail room.

Minimum Qualifications

Eighth grade education.

Advanced

- Employees in this Role work on high volume, high priority or specialized projects requiring speed and accuracy.
- Employees may do background research and interface with external delivery sources to track down lost mail.

Recommended Education and Experience for Full Performance

Eighth grade education and six (6) months experience working in a mail room.

Minimum Qualifications

Eighth grade education.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.