



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: **MESSENGER/MAIL CLERK I – II**

DEFINITION: Under general supervision, distributes and processes mail, books and a variety of materials.

REPORTS TO: Office Services Supervisor

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification.

Grade Level II - Participates in and supervises the work of subordinates;
responsible for the operation of a centralized mailroom or
distribution area.

EXAMPLES OF DUTIES:

- Collects, sorts and distributes interdepartmental mail, books and other items between City locations by automobile, truck and foot;
- Carries registered mail from the City mailroom to the United States Post Office;
- Operates mailroom equipment including folding, metering and insertion machines;
- Weighs and posts United States mail;
- Maintains records, prepares reports;
- May supervise the mailroom operations and staff;
- May load and operate a delivery truck or van;
- May ensure truck or van is properly maintained;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Ability to effectively operate a variety of machinery and equipment involved in collecting, collating, weighing, and stamping mail;

Ability to effectively identify, sort, and deliver mail, books, materials, and equipment according to destination;

A valid motor vehicle operator license;

Ability to lift and move objects weighing up to 50 pounds in weight;

Ability and willingness to work occasional overtime and split shifts;

Previous mailroom and delivery experience is highly desirable.

HISTORY:

Grade Levels established: 11/03/79

Title change from Messenger I & II: 11/08/82

MESSENGER/MAIL CLERK I-II (continued)

Revised: 07/16/86, 05/10/88

Approval/Adoption Dates: 05/10/88 – Human Resources Department
06/15/88 – Civil Service Commission