

Opening: *Mail Room Clerk, Environmental Protection Agency*

Location: San Francisco, CA **Hours:** Monday-Friday; Hours are to be determined **Pay Rate:** TBD
Benefits: Medical, Dental and Vision; Life Insurance; 401K; Direct Deposit

Minimum Requirements: Possesses a minimum of a high school diploma or equivalent and at least 9 months of specialized experience which demonstrates the candidate's knowledge of filing procedures to perform alphabetical, numerical or chronological filing; ability to analyze and route materials to 150 or more discrete organizational units that may have close or overlapping functions when the subject matter of the materials may not be clearly identifiable and may pertain to matters of a substantive nature (e.g. technical, scientific, or similarly specialized fields); knowledge of one or more automated postal/common carrier databases to input, correct, maintain, update, track and retrieve required information; knowledge of, and skill to operate a variety of computerized equipment to accomplish required tasks; ability to maintain logs and receipt books; ability to communicate orally.

Essential Responsibilities: The purpose of this position is to perform varied mail operations, which include receiving, sorting, opening, controlling, routing, distribution, delivery, pick up and dispatching of mail. The Mail Room Clerk will be responsible the following duties:

1. Serve as a mail distribution handler for incoming and outgoing distribution servicing in excess of 150 distinct units throughout the state.
2. Operates electronic postal processing equipment for outgoing first class, priority, certified, registered, bulk or postcard mail with federal indicia on a daily basis.
3. Ships packages by other commercial vendors as required to support mail missions.
4. Maintains database of all addressees necessary for day-to-day operations for bar coding of all outgoing mail. Spot checks all outgoing mail to insure authority, proper postage based on contents and weight, etc.
5. Employs various postal and common carrier software applications for bar coding of parcels, processing parcels, manifesting, tracking parcels and expenditure/weight/number/accounting.
6. Maintains required postal files in accordance with appropriate records management requirements.
7. Processes and insures proper packaging of all outgoing classified mail.
8. Receives, sorts, and routes incoming mail to distribution points by organizational designation, name, subject, distribution formula, etc.
9. Responsible for following security procedures to safeguard mail, in accordance with current policies, procedures, and directives.
10. Logs in all deliveries as accountable mail, notifies addressee, and insures signature upon pickup.
11. Reads mail that is undesignated and determines proper routing by subject matter content.
12. Receives, secures and maintains logs and controls for sensitive mail (e.g. registered, express mail, certified, overnight mail, etc.) and notifies intended recipient.
13. Reads distribution that is undesignated and determines proper routing by subject.
14. Checks and certifies as to the presence of all material; contacts originator if discrepancies are found.
15. Checks outgoing classified and unclassified mail to assure that all papers are properly marked and that addressing and packaging conform to security and postal regulations.
16. Assigns control numbers as required and records all necessary information on outgoing classified mail.

To apply: Please submit an updated resume to info@hpcemployment.com.