



JOB OPPORTUNITY #: 575-1194

MAIL CLERK **MAIL SERVICES**

Responsibilities: Walks and drives scheduled routes for daily mail pickup and delivery; weighs, classifies and computes postage amounts for outgoing mail and processes through postage machine; sorts, processes, handles and delivers mail, cartons, computer equipment and other bulk materials; counts and records the number of bundles and copies handled; folds and inserts letters/circulars into envelopes either manually or with machine; packs cartons and boxes; processes large bulk mailings through mail inserter machine; performs other duties as assigned.

Status: Full Time

Working hours: 8:00 am – 5:00 pm, Monday – Friday

Minimum qualifications: High school diploma or GED; Must have valid driver's license and good driving record. Proof of valid license will be required. Must be able to lift and carry boxes or other items weighing up to 50 pounds/push and pull up to 150 pounds. Position requires extensive walking (up to 3-5 miles over the course of a day), driving (up to 75 miles), and standing. Experience with MS Office (Excel and Word) is required. Typing test is required.

Preferred qualifications: Experience picking up and delivering mail for multiple offices; Experience operating a postage machine; Experience operating a mail folding and inserting machine; Typing skills and familiarity with computer software programs.

Starting Hourly Salary Range: \$10.76 - \$11.43

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or, call (573) 886-4128 if you have any questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental insurance, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application, or to download the application, log on to www.showmeboone.com.

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