



The City Beautiful

City of Coral Gables Job Description

Job Title: Mail Clerk/Driver
Department: Finance
Classification: 0050
Pay grade: 13C
FLSA: Non-Exempt

Prepared Date: 7/08
Approved By:
Approved By:

Summary

Picks up, sorts and delivers mail and other non mail items to all departments within the City of Coral Gables. Provides delivery services to all departments.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Picks up, sorts and delivers all incoming mail.

Picks up and delivers all City deposits to the appropriate banks.

Obtains outgoing mail for delivery to the post office.

Operates coffee shop located in City Hall. Maintains supplies for the coffee shop.

Runs errands for the City Commission.

Performs other duties as required.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Knowledge, Skills, and Abilities

The ability to make simple arithmetic calculations and to write legibly is required. The ability to understand and follow simple oral and written instructions is necessary. The ability to drive a passenger automobile and simple office machinery such as a postage meter, weighing scales and mail opener is required. The individual must be able to lift in excess of fifty pounds. Requires a working knowledge of postal regulations and requirements. Must be bondable.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors visiting the different City locations for pick up and delivery of mail. Exposure to extreme temperatures, rain, noise, and dust are common. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend. Must be able to lift, carry and or push articles weighing up to 40 lbs. Will work indoors within a usually quiet to moderately noisy environment sorting and organizing mail to be delivered.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License