

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 01/08/2019

Response Deadline: 01/18/2019

Agency: Commissioners	Job Title: Mail Clerk
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$12.18 - \$16.80/hour
Work Location: 315 High Street, Hamilton, OH	Hours of Work: M-F, 7:30a – 4:00p

Essential Functions:

- Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process incoming and/or outgoing mail (e.g., sorts date and time stamps; opens; bundles; address; completes required documentation associated with special mail handling such as certified return receipts or receipts for insurance; and ensures prompt handling of time sensitive documents that could have impact on revenue collection or legal notifications or delivery of checks or warrants) and delivers to appropriate office and/or picks up mail, parcels and/or messages.
- Loads and unloads trucks and/or distributes contents to various offices/sections; prepares UPS or express letters or packages; maintains records of postage used and/or volume of mail; stuffs envelopes; inventories and/or distributes supplies; labels, folds and/or staples materials; photocopies materials; delivers and/or picks up documents, packages and materials; and makes service calls and/or assists in repair and/or maintenance of machines.
- Answers inquiries from other employees and general public regarding U.S. Postal regulations; explains postal procedures and requirements for insured, certified, foreign and other postal options; explains differences in postal rates and classes of mail (e.g., 1st class, 4th class, flatmail, presort); and tracks lost or misdirected mail for agency staff.

Required Qualifications:

- High school diploma or GED; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

**Submit Cover Letter
and Resume To:**

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011
Or by email to: resumes@bcoho.us
(Please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER