

POSTAL CLERK SUPERVISOR**NATURE OF WORK IN THIS CLASS:**

This is supervisory work involved in the operation of the post office sub-station programs and activities.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises the programs and activities involved in the operations of the post office sub-station.

Computes amount of postage necessary on outgoing mail according to weight and classification; computes cost of mail permits from postage meter readings.

Provides information to the public concerning Post Regulations, mailing restriction, rates and other matters involving postal transactions.

Maintains records and prepare report.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of federal postal regulations, policies procedures and other programs guidelines.

Knowledge of the principles and practice of office management and of the basic process of administration and program coordination.

Ability to supervise the work of others.

Ability to interpret and apply federal postal regulations, policies procedures and other program guidelines.

Ability to make decision in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

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MINIMUM EXPERIENCE AND TRAINING:


- a) Three years of postal work experience and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1984

Pay Range: 25



J.C. BORJA, Executive Director
Civil Service Commission