

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC! PLEASE DO NOT REMOVE FROM THIS BOARD!

DATE POSTED:

MARCH 5, 2025

POSTED BY:

DANIELLE PATTERSON-FIELDS

CLOSING DATE/TIME:

MARCH 12, 2025/5:00 P.M.

All applicants must submit an up-to-date resume and/or application. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountyde.gov. Please contact our office at 302-744-2310 or email us at hr@kentcountyde.gov.

Department of Administration

County Administrator's Office

Classified, GRADE 2107

40 Hour Week

\$15.56/hour* (Base Salary)

Based on experience and/or education, starting salary may be higher

MAILROOM CLERK

General Description

The purpose of this job is to collect and distribute mail from the Post Office and County Departments.

This position works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent most of the time spent working in this position. Management may assign additional functions as necessary.

- Processes and meters mail from all county departments.
- Processes incoming and outgoing packages through the United States Postal Service.
- Receives and delivers shipments from carrier companies.
- Conducts safety checks of vehicles used for daily mail operations.
- Orders supplies for the mail room including the metering machine.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by six (6) months of mail room or customer service experience or an equivalent combination of education, training and experience.

Additional Requirements:

Some knowledge of office terminology, procedures, and equipment; some knowledge of basic arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting objects up to 25 pounds.
- Ability to read printed materials and a computer screen.
- Ability to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.

Employee Acknowledgement