

Mail Clerk (**Secret Clearance Required**)

ESSENTIAL DUTIES AND RESPONSIBILITIES (DAY TO DAY FUNCTIONS)

MAIL SORT

- Sort internal mail and deliver it to the destination, often using a cart to carry the mail between offices.
- Handle external mail, serving as the link between the U.S. Postal Service and individual offices and workers.
- Facilitate delivery of outgoing mail by determining if the mail is to be sent registered, certified, special delivery, or first, second, third, or fourth class, and may group mailings by ZIP code.
- Contact delivery services to send important letters or parcels.
- Operate machines that collate, fold, and insert material into envelopes for mailing. Operate machines that affix postage and mailing labels and track the amount of money expended on postage.
- Use computers to keep records of outgoing items.
- Appropriately and correctly prepare and affix barcode labels and other identifiers.
- Create files in accordance with policies and procedures.

DRIVER SUPPORT

Mail Clerk provides support to branches and departments to ensure quality service. The mail clerk sorts and delivers incoming and outgoing mail for multiple branch locations, makes daily pickups and deliveries to the U.S. Postal Service, picks up and delivers internal company communications and supplies, processes supply orders, follows daily schedule as assigned by supervisor, completes daily branch work, completes miscellaneous tasks as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED

- High School Diploma or equivalent
- Active, Current Secret Clearance
- Qualified candidates will possess 1-2 years of delivery/courier experience, a valid driver license and clear driving record, excellent attention to detail and customer service skills, good organization and interpersonal skills, the ability to regularly walk, sit, stand, lift, and reach up to 50 pounds, the ability to operate general office equipment, must be available to work Monday through Fridays from 8:00 am to 5:00 pm.
- At least 1 year previous experience performing administrative, customer service and driving duties.
- Computer skills required
- Express and exchange ideas clearly in the English language, written and verbal
- Ability to work effectively and efficiently in a team environment and relate well to others
- Ability to readily adapt to changing requirements

- Strong commitment to performing and producing at the highest level of quality at all times
- Ability to manage individual workflow effectively and improve processes when necessary
- Positive attitude focused on customer satisfaction

MENTAL DEMANDS

- Attention to detail.
- Ability to relate to others in a friendly, courteous, and business-like manner in a highly stressful environment.
- Analytical and evaluative capabilities.
- Ability to quickly assimilate information and make valid decisions.
- Ability to learn and apply information about immigrant petition and application procedures and the laws and regulations pertaining to immigration requirements.

PHYSICAL DEMANDS

- Read rapidly from both paper and a computer terminal.
- Manual dexterity in the use of word processing equipment.
- Capable of doing daily clerical repetitive tasks.
- Good hand to eye coordination.
- Ability to perform repetitive tasks such as: lifting, standing, sitting, reaching, twisting, sealing envelopes, filing, and reading.
- Ability to work in one place and transverse the office on a continuing basis.
- Ability to lift and transport up to 45 lbs. and push large carts.

REQUIRED SECURITY

- **Active, current secret clearance**
- U.S. citizenship
- Valid Driver's License and clean driving records
- Ability to pass pre-employment background investigation, including credit check
- Ability to obtain and maintain DHS Suitability Determination

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.