

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Mail Room

SALARY GROUP: A07

DEPARTMENT: Mail System Coordinators Panel

Page 1 of 2

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Lorie Davis DATE: 02/03/2016

POSITION #: 033286

**I. JOB SUMMARY**

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Sorts, opens, inspects, and scans offender correspondence; and sorts and delivers unit departmental and offender mail.
  - B. Assists in preparing forms related to offender correspondence processing and mail room operations; maintains records and files; and moves boxes and mail bags.
  - C. Answers inquiries regarding routine mail room procedures; and maintains contact with the United States Postal Service personnel and private mail carriers.
  - D. Issues postage and writing materials to indigent offenders and offenders on commissary restriction; performs data entry and retrieval; and maintains automated data regarding postage and supplies.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from an accredited senior high school or equivalent or GED.
  - 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
  - 3. Experience in mail room operations preferred.

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Page 2 of 2

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain complex records and files in an automated system.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, cart, and automobile.