

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II –  
Administrative Post Office

SALARY GROUP: A07

DEPARTMENT: Mail Systems Coordinators Panel

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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: Thomas Prasifka DATE: 11/01/2012

POSITION #: 033319

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Processes incoming and outgoing first class mail for the administrative post office and local satellite points; and processes truck mail at a central clearing point for the agency.
  - B. Prepares paperwork for parcels and special services mail for the United Postal Service (UPS), United States Post Office (USPO), Federal Express, Airborne, and other delivery services.
  - C. Picks up and delivers mail to local agency offices; and answers inquiries regarding policies, procedures, rules, and regulations.
  - D. Assists in maintaining inventory of metered postage; and maintains logs of work progress, paper flow, and correspondence.
- \* 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 experience preferred.
  - 3. Valid Class C Driver's License.

Must maintain valid license(s) for continued employment in position.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of United States Post Office regulations preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to prepare and maintain accurate records, files, and reports.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, 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 45 lbs. and over, 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, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, excessive dampness and chill, slippery or uneven walking surfaces, dust, 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, mailing machine, dolly, mail cart, postage scale, postage meter, telephone, and automobile.