

# LEAD SERVICES CLERK

## DEFINITION

Under general supervision to train, monitor, and assign work to others in the mailroom and stock room; to perform a variety of manual and clerical tasks in the receipt, processing, and delivery of inter-office and postal mail; to maintain stocks of materials in an orderly fashion; and to do related work as required.

## EXAMPLES OF DUTIES

Trains, assigns, and monitors the work of other employees performing service clerk duties; following a prescribed schedule, sorts, distributes, and collects inter-office mail to and from all City and County departments within the City-County Building and outlying annexes; separates inter-departmental and outgoing mail; processes outgoing mail through computerized postage meter machine, observing postal regulations; records postage cost by departments; processes express packages, receives supplies and freight shipments; audits, balances, and checks financial and statistical data related to mailroom records; checks and stores supplies and materials; assists in posting receipts and disbursements of supplies to perpetual inventory; receives and fills supply requisitions; keeps records and makes reports; cleans stockroom area; maintains equipment; stocks shelves and organizes materials; takes physical inventory; maintains inventory records; delivers requisitioned supplies and equipment; assists loading and unloading material weighing up to 100 lbs; transports materials to appropriate location; inspects delivered goods and materials for proper quantity and quality; assists in preparation and finishing of printed material.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to two years of experience related to supplies and inventory control, experience using computerized equipment, and increasing varied and complex clerical experience.

Knowledges and Abilities: Knowledge of disbursement practices and perpetual inventory systems; ability to evaluate and devise work methods to improve efficiency or meet new requirements; knowledge of the procedures and regulations governing the receipt, disbursal, and sending of mail; knowledge of offices in the City-County building and location of City-County annexes; ability to carry out oral and written directions; ability to do arithmetic computations with speed and accuracy; ability to sort and file alphabetically and numerically; ability to keep fiscal records and follow a prescribed routine; ability to walk many miles per day; ability to work independently with a minimum of supervision; ability to establish and maintain effective relationships with the public; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.

Special Requirements: Must possess (or be eligible for) a valid Wisconsin driver's license.