

**OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Mail Clerk

SALARY RANGE: \$26,988 - \$48,672

JOB SUMMARY:

Under the direct supervision of a Senior Clerk, processes incoming and outgoing mail, ensuring that it is free of suspicious characteristics/substances. This position is classified as non-exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Picks up incoming mail from the Post Office and delivers to the Mail Receiving Center.
- Opens and inspects all incoming letters and packages for suspicious characteristics/substances. Sorts and prepares letters and packages for delivery to appropriate departments.
- Collects inter-office and outgoing mail and distributes to appropriate destination.
- Sorts outgoing mail according to destination, examines for appearance, and operates electronic mail machine to seal envelopes. Stamps according to weight with internal postage meter and delivers to Post Office.
- Handles confidential information and/or high value documents/items including cash.
- Picks up, loads, and unloads large boxes or packages for delivery from department to department.
- Maintains various logs, records, and files.
- Maintains an accounting of postage due from departments and notifies vendor when postage needs to be replenished.
- Maintains cleanliness of Clerk's vehicles.
- Uses software programs to input and retrieve data.
- Assists in the Records Storage Facility (RSF) as needed.
- Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (G.E.D.).
- Valid Florida driver's license.
- Must be able to type.

An equivalent combination of education, with the minimum of a high school diploma or its equivalent (G.E.D.), and related experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of postage meter operations.
- Skill in organizing and prioritizing work.

- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.
- Knowledge of business English, spelling, and punctuation.
- Knowledge of basic records management standards, practices, and procedures.
- Knowledge of sequencing, sufficient to maintain documents in numerical, alphabetic, or other established order.
- Ability to work at heights up to twelve (12) feet.
- Ability to fluently read, interpret, speak, write, and understand the English Language.

PHYSICAL ACTIVITIES:

- Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, and Repetitive motions.

PHYSICAL REQUIREMENTS:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; using measurement devices; and assembly of parts.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.



Gary J. Cooney

Clerk of the Circuit Court and Comptroller
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 Tavares, Florida 32778-7800
 (352) 742-4100 www.lakecountyclerk.org

SUMMARY OF BENEFITS

Effective 10/01/2022

EMPLOYEE BENEFITS	
Annual (vacation) Leave: 1 - 3 years employed 4 - 15 years employed 16+ years employed	Earn 90.285 hours/year (12.038 days) Earn 114.27 hours/year (15.236 days) Earn 150.15 hours/year (20.020 days)
Sick Leave <i>(may use after 6 months of employment)</i>	Earn 90.285 hours/year (12.038 days)
Bonus Vacation Leave <i>(additional leave earned for unused sick hours)</i>	Earn up to 37.50 hours/year (5 days)
Holidays <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i>	12 paid days/year
Bereavement Leave <i>(leave for death of an immediate family member)</i>	3 paid days
Florida State Retirement System <i>(pension and investment plan options)</i>	Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i>
457 Deferred Compensation Plan <i>(supplemental retirement savings account)</i>	Employee contribution (pre-tax)
Payroll Direct Deposit	Employee choice of any ACH bank
Post-Employment Health Plan <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i>	Payout of unused sick leave for qualified health premiums

This summary is offered as general information only and is not a complete list of all employee benefits.

Contact Us:

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INSURANCE BENEFITS	
(coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee)	
Medical Insurance <i>(includes pharmacy benefit and use of the Employee Clinic)</i> HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent.....	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$43.32/month \$186.76/month \$57.18/month \$226.00/month \$685.00/dependent/month \$704.36/dependent/month
Employee Clinic On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more.	Free when enrolled in the Clerk's Office Medical Insurance
Dental Insurance HMO..... PPO.....	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$0.00/month \$ 9.62/month \$17.04/month \$0.00/month \$18.50/month \$40.32/month
Vision Insurance	Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month \$12.08/month
Employee Life Insurance <i>(Basic Term-Life Insurance and Accidental Death & Dismemberment)</i>	Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000
Supplemental Term-Life Insurance and AD&D Employee, spouse, and child(ren)	Paid by Employee
Disability Insurance Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability.....	Paid by Clerk's Office Paid by Employee Paid by Employee
U.S. Legal Services Family Defender..... Identity Defender..... Family & Identity Defender.....	Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month
Flexible Spending Reimbursement Accounts <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care.....	Paid by Employee (pre-tax dollars) Elect up to \$2,850/year Elect up to \$5,000/year
Employee Assistance Plan	Paid by Clerk's Office
AFLAC Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren)	Paid by Employee Price based on plan selected and covered members
Pet Insurance	Paid by Employee Price based on plan selected