

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Mail Clerk

**Work Location:** Admin Building Mail Room

**Reports to:** AVCPO Station Manager

**Requirements:** The Mail clerk will work mainly to keep an efficient office of collecting and distributing mail for Programs and SWO entities. The Mail clerk will maintain pleasant and effective public relations with patrons and Tribal employees while requiring a familiarity with postal laws and procedures commonly used on a daily basis.

### Essential Duties and Responsibilities:

- Shall be responsible for the activities in the mail room as assigned.
- Create invoices and accurate records of all copies made for programs to be charged.
- Pick up incoming mail from Post Office.
- Log and stamp incoming mail with date of receipt
- Distribute and record incoming mail to proper programs.
- Collect and log outgoing mail.
- Deliver outgoing mail to the post office daily.
- Computes the amount of postage used for each program, create invoices and accurate records of all postage made, and the programs to be charged.
- Responsible for keeping adequate postage in the postage meter.
- Assist the Post Office with their daily activities when needed.

### Qualifications and Requirements:

- Works 40 hours per week, with possible weekends
- High school diploma or GED required.
- Post office or mail room experience required

### Key Competencies:

- Excellent time and attendance required.
- Excellent verbal and written communication skills
- Ability to effectively communicate with customers and employees.
- Excellent computer proficiency in the use of MS Office – Word, Excel, Outlook
- Maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently with minimal supervision.
- Organizing and prioritizing
- Attention to detail and accuracy

Approved \_\_\_\_\_

*Neelie Fabe*

Date \_\_\_\_\_

*3/8/2023*