

**California State Assembly
Rules Committee
JOB ANNOUNCEMENT**

Classification: Mail Clerk -- Assembly Mail Services

Final Filing: October 3, 2016

Hours: Full-time (35 hours/week)

Starting Salary: \$3,010/month

Position Location: State Capitol
Legislative Office Building

Duties and Responsibilities:

The Mail Clerk performs a variety of duties related to the receipt, posting, and delivery of letters, packages, and other mail sent through Assembly Mail Services. These duties include receiving letters and packages, first class, bulk parcel post and other types of mail; weighing, pricing and posting mail; collecting, sorting and distributing mail; driving; and assisting with the coordination of Assembly Mail Services activities with the U.S. Postal Service and other mail carrier agencies.

Requirements:

- Basic mathematics principles.
- Understand and follow written and verbal directions.
- Bend, twist and reach as necessary to complete task.
- Ability to transport a variety of packages, in the Capitol and the Legislative Office Building, weighing up to 50 lbs.
- Communicates clearly and concisely.
- Access, input and retrieve information from a computer or mailing services equipment.
- Process mail according to established rules and regulations, and deliver mail to its appropriate destination.
- Establishes and maintains cooperative relationships with those contacted in the course of work.
- Work efficiently and effectively under pressure.
- Valid California driver's license and favorable driving history.
- Ability to work additional hours based upon the business needs of the department.

To Apply:

Submit resume and cover letter no later than 5:00 pm on October 3, 2016 to:

Assembly Rules Committee – Mail Services Position
ATTN: Human Resources
1020 N Street, Suite 300
Sacramento, CA 95814

Fax: (916) 319-3707
Email: Human.Resources@asm.ca.gov