

**DUPLICATING AND MAIL CLERK****DEFINITION**

Under general supervision, to operate and maintain large or medium sized duplicating equipment; to operate and maintain postage meter; to sort incoming mail; to mail and record outgoing District mail; to perform routine clerical work; and to do other related work as required.

**EXAMPLES OF DUTIES**

Operates large or medium sized duplicating equipment in the reproduction of such materials as bulletins, cards, booklets, menus, catalogues, letters and a variety of forms; performs minor maintenance tasks on the equipment; orders and requisitions supplies and materials and maintains an appropriate inventory; operates and maintains binding machines and postage metering machines; sorts incoming mail for distribution; meters and sends out United States mail; prepares and maintains simple files and records, including the accounting for postage; may supervise and train aides or clerks in operation of duplicating equipment; performs routine clerical tasks.

**QUALIFICATIONS**Knowledge of:

Modern office methods, procedures and techniques;  
Appropriate English usage, spelling, grammar, punctuation and arithmetic concepts;  
Standard office machines and equipment, including complex duplicating equipment;  
Numerical and alphabetical filing systems.

Ability to:

Operate complex duplicating equipment with speed and accuracy;  
Perform simple duplicating equipment maintenance tasks;  
Operate office equipment skillfully and efficiently;  
Make simple arithmetical calculations with speed and accuracy;  
Perform routine general office and clerical work with speed and accuracy;  
Type at a net corrected speed of 45 words per minute;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

Experience:

Two years of experience performing general office work, supplemented by experience in operating large or medium sized duplicating equipment.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by coursework in typing, general office practices, methods and techniques of production duplication.