

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP – MAIL SORTER (NFC)

Spec. No 9023

BASIC FUNCTION

To perform limited, routine office duties.

ESSENTIAL JOB DUTIES

1. Opens, sorts, and delivers mail; prepares correspondence and related materials for outgoing mail; makes deliveries to the mail room.
2. Files materials alphabetically, numerically, and/or chronologically; retrieves materials from files as requested.
3. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Filing practices and procedures;
- standard office practices and procedures.

Ability to:

- maintain, file and access records;
- follow oral and written instructions;
- do repetitive tasks.

SUPERVISION

Employees receive close supervision from the Criminal Division Office manager or administrative superior as assigned. Specific instructions are given for all assignments. The work is reviewed for completeness and accuracy or the employees perform tasks which have checks built into the nature of the work.

WORKING CONDITIONS

The work is performed in the usual office environment.
EEO Category: 8 – Service and Maintenance Workers
Wage: \$7.35 per hour
Workers Comp: 5306 Non-Hazardous