

## MAIL CLERK I

<b>JOB SUMMARY:</b>	The employee in this position is responsible for sorting, processing and/or delivery of mail. Must be capable of working in a fast paced environment. The employee must be self-motivated, very organized and capable of lifting 50 lbs.
<b>ESSENTIAL FUNCTIONS:</b>	<ol style="list-style-type: none"><li>1. Receive and log Accountable incoming mail/overnights on a daily basis.</li><li>2. Sort incoming mail.</li><li>3. Perform mail delivery tasks.</li><li>4. Process outgoing mail according to Postal requirements.</li><li>5. Sort Company mail, specific bulletins and correspondence.</li><li>6. Other duties as assigned by supervisor.</li></ol>
<p>We want OMG, LLC to be viewed as a first class, service oriented organization that delivers value to our customers and enhances the community. As such, we should always strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and Strong work ethic.</p> <p>The preceding examples are representative of assignments performed by the position and are not intended to be all-inclusive.</p>	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>	<ol style="list-style-type: none"><li>1. Must have average literacy skills.</li><li>2. Above average customer service skills, and be able to work well with others.</li><li>3. Basic computer knowledge required.</li></ol>
<b>EXPERIENCE, EDUCATION AND TRAINING:</b>	High School diploma or GED required.