Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Mail Clerk Series

Classes in the Series

Class Code	Class Title
00260	Mail Clerk 1
00261	Mail Clerk 2

Series Concept

To provide support services in the routing, receiving, processing, sorting, and delivery of mail and related items.

Exclusions

Positions performing mail duties less than 50% of the time. These positions would be classified in the clerical classes.

Class Distinctions

Mail Clerk 1

Positions at this level perform a variety of task relating to incoming and outgoing U.S. and local mail as well as mail and packages from private delivery services. This includes operating postage scales, postage meters, inserting machines, sorters and openers, and keeping accurate records of usage. Some positions load and unload mail bags and packages from trucks and make deliveries using a motor vehicle.

Mail Clerk 2

Positions classified at the Mail Clerk 2 level perform many of the same tasks as found at the Mail Clerk 1 level. However, in addition, positions as a primary duty, also have responsibility for one or more of the following:

1. Individually plans and operates the activities of a small mail room including the keeping and maintaining of all records and accounts of the mail operation of an institution or department.
2. Acts as a lead worker over other employees in the mail room operation.
3. Maintains all of the records, books, and accounts of a major mail room operation.
4. Works in a high security, high volume operation involving the mailing of negotiable items such as food stamps.
5. In a correctional institution, is responsible for opening and inspecting incoming and outgoing inmate mail to search for illegal contraband and unauthorized correspondence.

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