



**Position Posting:**

**MAIL CLERK  
(2 Positions Available)**

**Syracuse City Corporation  
1979 West 1900 South  
Syracuse, UT 84075  
(801) 825-1477**

Syracuse City Corporation is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, genetic status, or any other status protected under local, state or federal laws.

**Job Title:** Mail Clerk  
**Department:** Administration  
**Reports To:** Utility Billing Supervisor  
**Status:** Part Time, Non-Exempt (Hourly)  
**Wage:** \$10.00 per hour  
**Close Date:** Friday, August 22, 2008 at 5:00 pm

**Position Summary:**

This position is responsible for performing any combination of tasks in a post office, such as receiving letters and parcels, selling postage, stamps, postal cards, and mailing supplies, examining mail for correct postage, and handling letters and packages according to established procedures.

**Essential Functions:**

- Keep money drawers in order, and record and balance daily transactions;
- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage;
- Register, certify, and insure letters and parcels;
- Sell and collect payment for products such as stamps, prepaid mail envelopes, and other mailing supplies;
- Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing;
- Answer questions regarding mail regulations and procedures and postage rates;
- Provide assistance to the public in complying with federal regulations of Postal Service and other federal agencies; and
- Other duties as assigned by the Utility Billing Supervisor..

**Qualifications:**

Minimum qualifications include:

- High School graduation or GED, and
- One (1) year of related experience; or
- An equivalent combination of education and experience.

**Application Instructions:**

Qualified applicants should submit a completed Syracuse City employment application to the Syracuse City human resources department. Employment applications can be obtained at the Syracuse City office building or online at [www.syracuseut.com](http://www.syracuseut.com). Completed applications may be

submitted via email (send to [calldredge@syracuseut.com](mailto:calldredge@syracuseut.com)), via mail, or at the Syracuse City municipal office building. Applications received after the position close date will not be considered.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Cherissa Alldredge, HR Director, at (801) 825-1477.