

COMPETITIVE
\$37,605-\$52,647

Clerk II Confidential
(Rochester Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS:

This position will work under the supervision of the Manager III in the Compliance Department. The Clerk II Confidential is responsible for managing the flow of correspondence within the Rochester Housing Authority, ensuring timely and accurate distribution of mail and other correspondence to various departments. This role also involves processing all incoming and outgoing mail, maintenance of the RHA policies and procedures electronic library, and oversight of compliance files through archiving, scanning, and organizing.

TYPICAL WORK ACTIVITIES:

- Process, prepare and disperse all incoming and outgoing mail, including postage calculation, packaging, and delivery coordination. This includes packages to and from services such as United Parcel Service, Federal Express, and overnight delivery.
- Weighs mail and affixes postage either by hand or with applicable meter equipment.
- Prepares mailings by folding items and inserting them into envelopes or operating automated equipment.
- Disperse incoming correspondence to appropriate departments.
- Assist in the development and implementation of mail room procedures to improve efficiency.
- Collaborate with other departments to facilitate smooth communication and mail handling.
- Perform regular audits of mail room supplies and request replenishment as necessary.
- Archive, scan, and maintain compliance files, ensuring they are organized and easily retrievable.
- Maintain the electronic library of RHA policies and procedures, ensuring all documents are current and accessible.
- Provide support in other administrative duties as needed.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use a personal computer.
- Ability to operate and maintain a variety of mail room equipment (e.g., folding machine, burster machine, inserting machine, decollator machine, postage meter machine).
- Ability to perform arithmetic computations.
- Ability to read and complete standard forms.
- Ability to organize and deal with varied workloads.
- Ability to read and interpret rules, regulations and procedures.
- Ability to meet deadlines.
- Ability to deal with internal and external customers in a professional and respectful manner.
- Ability to lift up to 50 pounds.
- Skilled in verbal, listening and written communication.

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MINIMUM QUALIFICATIONS:

High school diploma or Equivalent, AND

- I. Two (2) years of experience performing general clerical activities which includes entering data into a personal computer and processing mail. *

*These experiences may have been obtained either concurrently or separately.

SPECIAL REQUIREMENTS:

Possession of a current valid NYS Class D Operator's license. The license must be maintained throughout employment in this title.