



Ho-Chunk Nation

Job Description



TITLE: MAILROOM CLERK		JOB CODE: MAIL	
Government - Employee		EEO: 8	PAY GRADE: 5
Non-Exempt	No Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Deliver inter-office and packages to the executive offices and local outlying departments.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Responsible for the timely and accurate distribution and dispatching of incoming, outgoing, and departmental mail daily.
2. Responsible for all departments photocopying and distribution as instructed daily.
3. Responsible for handling and processing all mail daily. This includes sorting incoming mail, interdepartmental mail, notices and memorandums for accurate and timely distribution.
4. Responsible for processing outgoing mail, daily picking up department mail.
5. Responsible for operating the postage meter, mail folding and inserting machine, and photocopying machine, in addition to routine office equipment daily.
6. Responsible to perform photocopying works for all departments and return or distribute as instructed in an accurate manner daily.
7. Perform other duties assigned that are relevant to the job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develop and implement operating plan
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with all customers and employees of the nation.
Freedom to Act	Operates with minimal supervision.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have high school diploma or GED certification as required.

ESSENTIAL:

1. Must be 18 years of age or older.
2. Must be valid driver's license, dependable transportation and liability insurance.



EXPERIENCE:

1. Any combination of experience, education, or training that would provide the level of knowledge, skill, and ability required is acceptable.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of proper machine operation on a variety of related machines daily.
2. Knowledge of Ho-Chunk department locations and organizational structure daily.
3. Knowledge of current postage rates and regulations.
4. Ability to accurately sort and distribute large amounts of mail daily.
5. Ability to communicate effectively in oral situations on a daily basis.
6. Ability to read and understand written and oral instructions.
7. Ability to organize tasks and time to ensure timely completion of all projects daily.
8. Must be dependable and work effectively with little or no supervision daily.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Must be willing to work in all types of weather conditions.
2. Must be able to lift up to 10 pounds, lift up to 50 pounds on a daily basis.
3. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, hand use, and work near moving parts, equipment use.