

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Mail Clerk - Police  
**DEPARTMENT:** Police Department  
**DIVISION:** Operations Bureau – Patrol Support  
**REPORTS TO:** Police Captain  
**FULL-TIME:** \_\_\_\_\_ **PART-TIME:** XX **TEMPORARY:** \_\_\_\_\_

**BAND/LEVEL:** NE/00  
**JOB NO:** 9555  
**DATE:** 5/5/2013  
**FLSA STATUS:** NE  
**COST CENTER:** 211

**REPLACES:** Mail Clerk-Police

**DATE:** 10/24/2010

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**JOB SUMMARY STATEMENT:**

Maintains and organizes the daily distribution of all inter-departmental mail circulation. Prepares, meters, and delivers outgoing mail to the U.S. Post Office. Performs duties of school crossing guard, as needed.

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**DUTIES AND RESPONSIBILITIES:**

1. Sorts and circulates all inter-city mail and incoming U.S. mail. Delivers and distributes incoming mail to individual facilities: Sanders Justice Center, Westgate Station, Myron Scafe Building, City Hall, Fire Training Center, Tomahawk Creek, Regional Police Academy and individual mail boxes.
2. Prepares and stamps outgoing mail using a postage meter and weighing machine to include certified letters. Collects and delivers outgoing mail to the U.S. Post Office.
3. Performs the duties of school crossing guard, as needed.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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**GENERAL QUALIFICATIONS**

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**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education. Must have a valid driver's license and maintain an insurable driving record. Must successfully pass polygraph exam and police background check prior to employment.

**EXPERIENCE:**

None

**SKILLS:**

1. Attention to detail
2. Basic math
3. Human Relations/Interpersonal skills
4. Time management skills
5. Written and oral communication skills
6. Organizational skills

**MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Ability to carry out assignments through oral and written instructions

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- 6. Ability to work independently
- 7. Ability to work in a hectic environment with many interruptions
- 8. Alpha and numeric recognition

Additional requirements if performing School Crossing Guard duties:

- 9. Ability to comprehend traffic conditions/safety situations

**PHYSICAL REQUIREMENTS:**

- 1. Ability to operate office machines such as mail meter machine, copy machine, printer, telephone, fax machine, calculator.
- 2. Ability to make and receive phone calls
- 3. Ability to operate city vehicle.
- 4. Visual acuity
- 5. Exposure to extreme temperatures

Additional requirements if performing School Crossing Guard duties:

- 6. Ability to lift and hold hand-held "STOP" sign above head under normal and adverse weather
- 7. Ability to hear
- 8. Exposure to vehicle exhaust and fumes

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	even and uneven surfaces;constant during crossing guard activities
Walking	Constant	even and uneven surfaces;constant during crossing guard activities
Sitting	Occ. - frequent	motor vehicle operation
Driving	Occ. - frequent	motor vehicle operation; automatic transmission
Bending	Occasional	lifting / handling mail items
Stooping	Occasional	lifting / handling mail items
Twisting	Occasional	lifting / handling mail items
Kneeling	Occasional	lifting / handling mail items
Squatting	Occasional	lifting / handling mail items
Crawling	Not Required	
Stairs	Occasional	delivery of items to various locations
Ladders	Not Required	

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
mis. Mail items	5-50 lbs.	floor to waist	variable	occasional	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
mis. Mail items	5-50 lbs.	up to 10 ft.	variable	occasional	one or two hand lift

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
mail cart	< 10 lbs.	occasional	rolling cart / flat level surface

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
mail cart	< 10 lbs.	occasional	rolling cart / flat level surface

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<b>REACHING</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Below Knee Height	occasional	misc. tasks require reaching
Below Waist Height	occasional	misc. tasks require reaching
Forward > 2 Feet	occasional	misc. tasks require reaching
Above Shoulder Height	occ. - frequent	holding crossing guard stop sign above shoulder
Lateral Reach	occasional	misc. tasks require reaching

<b>FINE MOTOR</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Gripping	frequent	multiple tasks require gripping
Pinching	frequent	multiple tasks require pinching
Wrist Flexion & Extension	frequent	multiple tasks require wrist positions
Wrist Lateral Deviations	frequent	multiple tasks require wrist positions
Pronation & Supination	frequent	multiple tasks require wrist positions

\* Ability to visually distinguish between primary colors required for color coding of mail item locations within police department.