

## **Patterson Pump Co**

### **General Clerk**

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**Department:** Engineering

**FLSA Status:** Non-Exempt

**Grade/Level:** 1

**Job Type:** Regular

**Work Schedule:**

Monday - Friday 8:00 a.m. - 4:30 p.m. Additional hours as needed.

**Job Status:** Full Time

**Reports To:** Engineering Manager

**Amount of Travel Required:** None

**Positions Supervised:** None

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#### **POSITION SUMMARY**

Prepare incoming and outgoing mail for distribution. Use hand or mail handling machines to time stamp, open, read, sort, and route incoming mail; and address, seal, stamp, fold, stuff, and affix postage to outgoing mail or packages. Duties may also include keeping necessary records and completed forms.

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#### **ESSENTIAL FUNCTIONS**

##### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### **Essential Functions Statement(s)**

- Seal or open envelopes, by hand or by using machines.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Clear jams in sortation equipment.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Determine manner in which mail is to be sent and prepare it for delivery to recipients.
- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations.
- Wrap packages or bundles by hand, or by using tying machines.
- Fold letters or circulars and insert them in envelopes.
- Remove from machines printed materials such as labeled articles, postmarked envelopes or tape, and folded sheets.

- Add ink, fill paste reservoirs, and change machine ribbons when necessary.
- Start machines that automatically feed plates, stencils, or tapes through mechanisms, and observe machine operations in order to detect any malfunctions.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Mail merchandise samples or promotional literature in response to requests.
- Inspect mail machine output for defects; determine how to eliminate causes of any defects.
- Remove containers of sorted mail/parcels and transfer them to designated areas according to established procedures.
- Contact delivery or courier services to arrange delivery of letters and parcels.
- Insert material for printing or addressing into loading racks on machines, select type or die sizes, and position plates, stencils, or tapes in machine magazines.
- Stamp dates and times of receipt of incoming mail.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing schemes.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.
- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Release packages or letters to customers upon presentation of written notices or other identification.
- Answer inquiries regarding shipping or mailing policies.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Sell mail products and accept payment for products and mailing charges.
- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.
- Operate the switchboard when needed.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, etc.).

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Loyal - The trait of feeling a duty to the employer.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accuracy - Ability to perform work accurately and thoroughly.
- Accountability - Ability to accept responsibility and account for his/her actions.

## SKILLS & ABILITIES

**Education:** High School Graduate or General Education Degree (GED): Required

**Experience:** None

**Computer Skills:**

**Certifications & Licenses:**

**Other Requirements:** Perform all other duties as required by supervision.  
Overtime as required.

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F	<b>Lift/Carry</b>	
Walk	F	10 lbs or less	O
Sit	O	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	N
Reach Outward	O	51-100 lbs	N
Reach Above Shoulder	O	Over 100 lbs	N
Climb	N	<b>Push/Pull</b>	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	N
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	O		

### Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Touch

## **WORK ENVIRONMENT**

Office environment.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.