



Pine Mountain Club
Property Owners Association, Inc.

Employment Opportunity

Entry Level Postal Clerk

Part Time/On-call

The postal clerk is responsible for any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags according to State

Position is on call, not to exceed 28 hours weekly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answer questions regarding mail regulations and procedures, postage rates and post office boxes.
- Check mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
- Feed mail into postage canceling devices or hand stamp mail to cancel postage.
- Keep money drawers in order, and record and balance daily transactions.
- Obtain signatures from recipients of registered or special delivery mail.
- Provide customers with assistance in filing claims for mail theft, or lost or damaged mail.
- Communicate with persons outside the organization.
- Put undelivered parcels away, retrieve them when customers come to claim them, and complete any related documentation.
- Receive letters and parcels, and place mail into bags.
- Create and maintain a healthy, safe environment for anyone associated with PMCPOA areas and events.
- Rent post office boxes to customers.
- Respond to complaints regarding mail theft, delivery problems, and lost or damaged mail, filling out forms and making appropriate referrals for investigation.
- Report any hazards or potential hazards to one's immediate supervisor without fear of negative retribution.

Drug/alcohol screening. DMV check. Equal opportunity employer. Apply at Pine Mountain Club POA, 2524 Beechwood Way, Pine Mountain Club.