

Sisseton-Wahpeton Oyate

Job Description

Job Title: Postal Clerk II

Work Location: Agency Village Community Post Office (AVCPO)

Reports to: AVCPO Post Master

Requirements:

The Postal Clerk will perform a variety of services at the contractual Postal Station public window. The Postal Clerk will maintain pleasant and effective public relations with patrons and others requiring a familiarity with postal laws, and procedures commonly used on a daily basis.

Essential Duties and Responsibilities:

1. Sells postage stamped envelopes, and other postage stock items.
2. Accepts from and after proper identification, delivers to patron's parcel post, insured, and registered mail, make collection of required postage, issues necessary receipts and issues general delivery mail to patrons.
3. Receives patron's complaints.
4. Issues and cashes (upon receiving proper identification and authorization) domestic money orders.
5. Rents post office boxes, receives rental payments, and completes related forms and receipts.
6. Provides information to the public concerning postal regulations, mailing restrictions, rates and other matters involving postal transactions.
7. Separates and distributes mail.
8. Must be able to generate accurate monthly/daily financial reports and deposits as required by to the United States Postal Service in the absence of the Station Manager. Is responsible for maintaining an accurate account of postage stock.
9. Is required to take training on and off site
10. Shall cross-train and be responsible for the activities in the SWO mailroom
11. Will copy certified mail and checks only and retain that information electronically for the mailroom.

12. Reproduces handwritten, typed, or printed material using the duplicating/copy machine.
13. Oversees the keeping of accurate records of all copies made and the programs to be charged.
14. Picks up incoming mail from the SWO Post Office. Stamps the mail with date of receipt. Then will distribute incoming mail to the proper programs in the mailroom designated program boxes.
15. Collects and logs outgoing mail from the administrative building mailroom. Computes that amount of postage used for each program. Delivers outgoing mail to the SWO Post Office each day.
16. Is responsible for keeping adequate postage in the postage meter.
17. Assist in training in the Post Office.
18. Assist in mailroom when needed.
19. Bills programs for all postage and copies.

Qualifications:

1. Works 40 hours per week, or as needed.
2. Excellent time and attendance required.
3. Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
4. Excellent computer proficiency (MS Office -Word, and Excel).
5. Must be bondable.
6. Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
7. Ability to work independently with minimal supervision.
8. Ability to take constructive criticism.
9. High school diploma or GED required.

Approved Alexander Fabela-Lula Date 10/21/25