



Prudence Island Water District  
Box 93  
Prudence Island, RI 02872

### **JOB DESCRIPTION — MAIL CLERK**

Supervision: This position reports directly to the Operations Manager.

Responsibilities:

1. Process the Water District's mail:
  - a. Retrieve the mail from the PO Box.
  - b. Open, date stamp and log all of the mail.
    - i. Prepare all payments received for deposit
      - (1) Stamp back of each check.
      - (2) Prepare deposit.
      - (3) Use Webster Bank Remote Deposit to complete deposit or forward prepared deposit to person making deposit at bank.
      - (4) Scan checks and deposit. Email scan to accountant and Operations Manager.
    - ii. Scan all invoices received and email to Operations Manager.
    - iii. Respond to any routine requests for service or information using prepared form letters.
    - iv. Process any changes of address or returned mail.
    - v. Sort remaining mail and distribute appropriately to Moderator, Clerk, Treasurer, Operations Manager, System Manager or Accountant.
2. Process the Water District's email:
  - a. Retrieve the email addressed to info@pih2o.org.
  - b. Log all of the email.
    - i. Respond to any routine requests for service or information using prepared form letters.
    - ii. Distribute remaining email to Moderator, Clerk, Operations Manager, System Manager or Accountant for follow-up.
3. Process the Water District's voice mail:
  - a. Retrieve, transcribe and log all the voice mail.
    - i. Respond to any routine requests for service or information using prepared form letters.
    - ii. Distribute remaining voice mail to Moderator, Clerk, Operations Manager, System Manager or Accountant for follow-up.
4. Post public notices, as needed.
5. Prepare, apply postage, log and mail any outgoing mail.
6. Other related tasks as assigned by Operations Manager.