



Mail Clerks & Mail Machine Operators

**NEXT
STEPS**
IDAHO

What Is It?

Prepare incoming and outgoing mail for distribution. 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.

What Do They Typically Do?

- Performing General Physical Activities
- Handling and Moving Objects
- Communicating with Supervisors, Peers, or Subordinates

Annual Income:

- Entry Level: \$30,190
- Typical: \$40,620
- Experienced: \$41,650

Major Employers:

Finance and Insurance, Professional, Scientific, and Technical Services, Administrative and Support Services

What do I do next?

Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: idahoworks.gov

Explore all pathways to certification:

labor.idaho.gov/jobscape

Talk to your school counselor or advisor for more information

Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: idahodigitallearning.org

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.

www.NextSteps.Idaho.gov



Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

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