Jobs in Idaho

Mail Clerks and Mail Machine Operators, Except Postal Service

NEXT STEPS IDAHO

What Is It?

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.

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

IDAHO WORKFORCE DEVELOPMENT COUNCIL

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

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