

## SENIOR MAIL CLERK

### DEFINITION

Provides work direction and participates in the work of Mail Clerks on the afternoon and evening shift in the central Mail Services Unit.

### TYPICAL DUTIES

Provides work direction and assists in training Mail Clerks on the afternoon and evening shifts in the central Mail Services Unit and participates in receiving, sorting, and distributing incoming and outgoing mail, bulletins, and other materials.

Reviews the route-sequencing of mail bags and parcels.

Provides work direction and participates in the operation of postal meters, bundle-tiers, scales, and other mail handling equipment.

Provides work direction and participates in the maintenance of daily records of certified, registered, insured, and metered mail.

Answers inquiries about postal regulations and provides approved information concerning the Mail Services Unit's operation.

Acts for the Mail Operations Supervisor in their absence.

Drives a light panel delivery truck to deliver and pick up mail.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Mail Clerk provides work direction and assists on the afternoon and evening shifts of the central Mail Services Unit in sorting and distributing United States Postal and inter-office school mail for District schools and offices.

The Mail Operations Supervisor plans, organizes, supervises, and participates in the activities of the Mail Unit.

A Mail Clerk receives, sorts, and distributes mail for District schools and offices.

### SUPERVISION

General supervision is received from the Mail Operations Supervisor. Work direction is exercised over Mail Clerks.

### CLASS QUALIFICATIONS

#### Knowledge of:

United States postal regulations, rates, and procedures  
District organization and policies related to mail processing  
Locations of schools, offices, and personnel

Ability to:

- Write legibly and neatly
- Remember names and locations
- Explain regulations and policies
- Maintain effective relations with District and United States Postal Service employees and the public
- Drive a light panel truck

Special Physical Requirements:

- Manual dexterity to operate mail handling equipment and machines
- Safely lift loads of mail weighing up to 100 pounds
- Ability to stand for extended periods of time

ENTRANCE QUALIFICATIONS

Education

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision or completion of the LAUSD's Organizational Excellence's Exceptional Supervisor Certificate Program I.

Experience:

Two years of experience in receiving, sorting, and distributing at least 1500 pieces of mail and/or packages per day.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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CA