

MAIL CLERK

DEFINITION

Sorts and distributes United States and school mail for District schools and offices.

TYPICAL DUTIES

Faces, sorts, and places mail in appropriate boxes and mail sacks of schools and offices.

Operates postal meters, bundle-tiers, scales, and other mail-handling equipment.

Separates United States mail according to class, such as first-class, air-mail, special services mail, and fourth-class mail.

Weighs outgoing mail and affixes the proper postage to parcels and envelopes and checks to see that the mail meets postal regulations and District policies.

Drives a light panel truck to deliver to and pick up mail from schools and offices and United States post offices.

May answer inquiries about postal regulations and costs and give out approved information concerning Mail Unit procedures.

Performs related duties as assigned

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

The Mail Supervisor plans, organizes, supervises, and participates in the activities of the central mail unit.

SUPERVISION

Immediate supervision is received from the Mail Supervisor or Mail Operations Manager. No supervision is exercised.

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
Microsoft Word and Outlook

Ability to:

Write legibly and neatly
Remember names and locations
Maintain effective relations with District and United States Postal Service employees and the public
Communicate effectively and tactfully
Drive a light panel truck
Operate a computer and associated peripheral equipment

Special Physical Requirements:

Manual dexterity to operate mail handling equipment and machines
Safely lift loads of mail weighing up to 70 pounds
Ability to stand for extended periods of time, walk, bend, reach overhead, crouch, kneel, balance, push, and pull

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

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

Special:

A valid California Driving License.

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
02-22-16
JPK