

MAIL/DELIVERY CLERK

DEFINITION

Under the general direction of an administrator, performs a variety of activities related to the pick up, sorting, metering, and distribution of U.S. and intra-District mail, and printed and packaged materials; picks up and delivers instructional and media material to schools and offices; and performs other related work as assigned or required.

ESSENTIAL DUTIES

- ▶ loads a delivery vehicle with mail, packages, instructional and media materials
- ▶ drives a delivery vehicle to delivery and pick up sites, and loads and unloads the delivery vehicle
- ▶ sorts, routes, and distributes mail, printed and packaged materials
- ▶ may assist in maintaining the central mail room delivery related records, and in processing charge back billing
- ▶ weighs, mails, computes the postage, stamps, and operates a postal meter
- ▶ prepares permit forms for bulk mailing, insurance, registry, and related forms and documents
- ▶ reviews delivery vehicle service records and follows up on preventative maintenance and lubrication schedules
- ▶ may prepare requisitions for mail room operating supplies and materials
- ▶ perform other duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Methods and procedures pertaining to processing, routing and delivery of mail, printed and instructional materials; simple record management procedures; vehicle service and maintenance requirements; safe working and vehicle operational practices.

Ability to: Effectively operate a delivery vehicle and participate in a mail processing and delivery operation; perform routine clerical tasks; perform moderately heavy manual tasks; understand and carry out oral and written instructions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- ▶ will frequently exert 30 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- ▶ will walk or stand for extended periods of time; will occasionally be required to ascend and descend stairs and ramps
- ▶ must possess the ability to hear and perceive the nature of sound
- ▶ must possess visual acuity and depth perception
- ▶ must be capable of providing oral information, both in person and over the telephone
- ▶ must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials
- ▶ may be exposed to hot, cold, wet, humid, or windy conditions caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of experience operating a mid-size delivery vehicle and performing mail processing and delivery functions.

Education: Verification of a High School diploma, a higher degree or a GED certificate.

License Requirement: Possession of a valid California Motor Vehicle Operators License.

Condition of Employment: Insurability by the District's liability insurance carrier

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