

Mail Room Specialist

DEFINITION

Under general supervision, to coordinate the delivery of United States mail, intra-district mail, audio visual equipment, and other printed and packaged material within the district; to perform manual and clerical work related to the delivery of mail; to drive a delivery vehicle in the pick up and delivery of mail and material; to perform assigned clerical duties; and to do other related work as required.

ESSENTIAL DUTIES

- Assume responsibility for the operation of the district's central mailroom.
- Lead and coordinate the activities related to the delivery of mail and materials within the district.
- Resolve problems related to mail delivery within the district.
- Sort, distribute, and route U.S. mail, intradistrict mail, audio visual teaching aids and printed materials to schools and departments.
- Process and maintain records related to the collection and distribution of U.S. mail.
- Meter, determine costs and maintain records of fees related to the use of U.S. mail.
- Prepare requisitions for mail room operating supplies.
- Provide information, guides, and materials related to handling for U.S. mail.
- Prioritize and assign items, delivery schedules and routes to delivery staff.
- Train and direct new and substitute employees.
- Coordinate use, maintenance and repair of assigned equipment.
- Load and unload delivery vehicle with a variety of mail, package materials and audio visual items.
- Operate a delivery vehicle to deliver and pick up at the various district locations.
- Perform assigned clerical tasks
- Interview and recommend new applicants for employment
- Serves as liaison between the District and the U.S. Postal Service
- Assigns, coordinates, leads, and participates in the work performed by personnel assigned to mail services.
- Maintains mail services budget.
- Writes and updates the District Mail Services Manual

QUALIFICATIONS

Knowledge of:

Methods, regulations and procedures pertaining to receiving, processing, sorting and distribution of mail, packaged materials, and visual teaching aids;
Safe working and vehicle operational practices;
Modern office methods, procedures, and techniques;
English usage; spelling, grammar, and punctuation;
Record storage, retrieval, and management system;
Equipment service and maintenance requirements;
Standard office machines and equipment commonly found in a mailroom;
Driving laws and safety.

Ability to:

Lead and direct to work of other employees;
Effectively Operate a delivery vehicle and participate in a receiving, and distribution operation;
Operate a variety of mailroom equipment;
Perform routine clerical tasks;
Learn and apply postal rules, rates and regulations;
Type or keyboard at a net corrected speed of 40 words per minute;
Perform moderately heavy manual tasks;
Understand and carry out oral and written directions;
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 25 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: Two years of general office experience, including one year of lead mail delivery experience.

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