



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

MAIL SERVICES ASSISTANT-DRIVER

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, operate a District vehicle to collect and deliver external and intra-District mail and packages; insert envelopes and sort mail and packages for delivery; route and distribute mail pieces, printed and packaged materials; prepare mail bags for delivery; monitor and stock supplies; delivery of mail and packaged items; and perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Drive a District vehicle to deliver mail to and collect mail from other District facilities and the Post Office.
- Deliver packages including periodicals, to appropriate recipients within the District using a vehicle, dolly and/or other equipment as needed for safe and efficient handling.
- Load and unload delivery vehicle with a variety of mail, packages and materials.
- Distribute inter-office and other incoming mail to District departments, administrators and staff by sorting it into the appropriate mailboxes within the mailroom.
- Determine appropriate postage rates for letters and packages based on size, weight and delivery method to estimate project costs and ensure efficient delivery.
- Process outgoing pre-sort and bulk mailings according to USPS guidelines and regulations by ensuring labels meet quality and coding standards, sorting and grouping individual pieces of mail by zip code, and completing necessary paperwork to reduce mailing costs; meter out-going mail.
- Process outgoing mail and deliveries of various formats such as first class, media, certified, express, registered, and insured; complete appropriate forms and paperwork and packing, labeling and affixing postage to packages as necessary following established postal guidelines to ensure delivery in a timely and cost-effective manner.
- May assist in completing records related to incoming and outgoing mail and deliveries; research mislabeled or damaged mail.
- Provide information and assistance regarding postal guidelines and regulations and mailroom policies and procedures to administrators, departments and District staff in person, over the phone and via email.
- Maintain current knowledge of changes in postal fees, regulations and standards; ensure mail is delivered timely and effectively.
- Operate a computer and assigned software.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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:

- Operate a delivery vehicle and participate in a mail processing and delivery operation, effectively;
- Perform routine clerical tasks.
- Perform moderately heavy manual tasks.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

One year of experience operating a mid-size delivery vehicle and performing mail processing and delivery functions. Recent job-related experience within the last five years is required.

LICENSE, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operators License.
- Insurability by the District's liability insurance carrier

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Fast-paced work environment. Adverse or seasonal weather. Exposure to dust, fume and odors. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the 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.

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

POTENTIAL HAZARDS:

Exposure to chemicals, dust, fumes and odors. Exposure to excessive noise. Working around machinery with moving parts. Exposure to dissatisfied or abusive individuals. May be exposed to hot, cold, wet, humid, or windy conditions caused by weather

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