



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

MAIL SERVICES SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform specialized duties in the operations of the District's central mailroom; oversee the sorting and delivery of incoming internal and external mail, packages and materials; prepare and send outgoing mail and packages; create requisitions for equipment, services, supplies, permits and postage; prepare and submit reports and records for billing and usage; meet with vendors and service representatives to coordinate the repair and replacement of parts and the maintenance of service contracts; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform specialized tasks in the sorting, inserting, distribution and receipt of District mail, packages and other materials, deliver mail to and collect mail from District facilities and the Post Office utilizing a District vehicle.
- Coordinate the daily workload of the Mail Services Department; distribute inter-office mail to departments, faculty and staff; sort mail and packages into the appropriate mailboxes within the mailroom; open mail addressed to the District without a specific name or department to determine appropriate recipients. Troubleshoot inaccurate distribution of mail and packages.
- Resolve problems related to mail delivery within the District.
- Sort, distribute, and route U.S. mail, intra-district mail, and printed materials to schools and departments
- Process outgoing pre-sort and bulk mailings according to USPS guidelines and regulations; ensure labels meet quality and coding standards; sort and group individual pieces of mail by zip code; submit documentation to reduce mailing costs
- Determine appropriate postage rates for letters and packages based on size, weight and delivery method; estimate project costs and provide efficient delivery; process outgoing mail and deliveries of various formats including first class, standard mail, media, certified, express, registered and insured.
- Complete appropriate forms and paperwork and packing; wrap, label and affix postage to packages as necessary; comply with established postal guidelines to ensure delivery in a timely and cost-effective manner.
- Perform routine and minor maintenance and adjustments on mailroom equipment including mailing machines, scales, meters and copiers; dust mail equipment; replace ink; monitor postage levels; adjust postage rates; work with vendors to schedule repairs and general service; provide efficient mail and delivery operations.
- Maintain updated information on postal fees, regulations and standards; ensure mail is delivered timely and effectively; provide information and assistance regarding postal guidelines, regulations and mailroom policies and procedures to faculty and staff.
- Maintain adequate inventory of mailroom materials and supplies including USPS forms, labels, envelopes, boxes, meter tape and related materials.

- Maintain employee and division mailboxes; ensure adequate number of mailboxes; label each section in order to ensure an efficient and effective mail delivery process.
- Maintain records related to outgoing mail and deliveries including packages received and mail to be forwarded; review records periodically to ensure they are updated accurately.
- Process mass and specialty mailer envelopes and postcards; upload mail queries through USPS, print barcoded addresses, and process mail as per USPS requirements.
- Generate requisitions for mail room operating supplies, equipment, services, permits and postage.
- Generate Personnel Service Request (PSR's); process timecards
- Prepare and submit reports and records for billing and usage
- Provide information, guides, and materials related to handling for U.S. mail.
- Provide support to Mail Services staff to prioritize and assign items; confirm delivery schedules and confirm mail routes.
- Train, coordinate and provide work direction to assigned mailroom personnel.
- Load and unload delivery vehicle with a variety of mail and package materials.
- Operate a delivery vehicle to deliver and pick up at the various District locations.
- Serves as liaison between the District and the U.S. Postal Service
- Oversee and track expenditures in the mail services budget.
- Prepare and update District Mail Services Manual.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, regulations and procedures pertaining to receiving, processing, sorting and distribution of mail and packaged materials.
- Safe working and vehicle operational practices.
- Modern office methods, procedures, and techniques.
- English usage; spelling, grammar, and punctuation.
- Training principles and techniques.
- 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:

- Train coordinate, organize and direct the work of assigned mailroom personnel.
- Operate a delivery vehicle and participate in a receiving, and distribution operation, effectively.
- 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.

EDUCATION AND EXPERIENCE

EDUCATION:

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

EXPERIENCE:

Two years of general office experience, including one year of mailroom experience. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

NA

WORKING CONDITIONS:

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 25 to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder, stairs and ramps.
- Must be capable of perceiving 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 a computer keyboard and other 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 dust, fumes, odors, and chemicals. Exposure to excessive noise. Working around machinery with moving parts. May be exposed to hot, cold, wet, humid, or windy conditions caused by weather

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