

Job Description

Job Title: **Mail Facility Clerk**
 Job Family: **Printing Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **July 15, 2008**

Job Code: **1322**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 16**
 Typical Work Year: **12 months**

SUMMARY: Receive and distribute U.S. mail, district mail and other materials requiring distribution. Provide guidance to schools and administrative departments on the U.S. Postal Services technical requirements and specifications for preparing non-profit bulk mail for printing. Provides backup support for the Records Department and provides additional support during peak workloads.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Sort and distribute US and intra district mail delivered by district "pony". Deliver and collect US and intra district mail from ESC building. Receive, sort and deliver incoming US Mail. Operate mail folder/inserter to process large volumes of mail for customers, payroll statements for entire district, report cards and various other projects. Prepare bulk mailings using bulk mail regulations.	D	65%
2. Process US Mail by operating postage metering machine using and complying with postal rules, regulations, and district procedures in order to receive all available discounts. Record amount of postage used by schools/departments using computerized tracking system Operates other miscellaneous mail equipment such as inkjet addressing system, weigh scale, etc.	D	15%
3. Acts as backup to provide information on retrieval information on district records. Assists as assigned during peak workload.	W	7%
4. Process and provide accountability for special classes of mail such as certified, insured, Federal Express, UPS and Airborne using specified instructions.	D	4%
5. Manage mailroom during Lead Mail Technician's absence. Assist in training special needs students. Perform other duties as assigned. Create business cards from supplied orders.	W	5%
6. Assist in bindery by performing finishing work on documents using a variety of binding equipment; e.g. collator, stitcher, cutter, drill, GBC cinder, folder when necessary. Perform other job-related duties as assigned.	M	4%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 1 year experience in a mail distribution facility.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer, physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of folder/inserter and mail machine required within one month after hire.

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Printing & Office Support Manager	5038

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist in maintaining Mailroom petty cash.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X