

Oak Grove School District

JOB TITLE: **MAIL CLERK**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, sort, and distribute packages, mail and other written communications and to maintain proper records as necessary. Employees in this classification receive general supervision from a supervisory level or his/her designate and within a framework of well-defined policies and procedures. This job class exercises responsibility for the accurate and timely distribution of District mail and correspondence and for the maintenance of related postal records.

TYPICAL DUTIES

- Sorts and distributes packages, mail, and other written communications
- Directs incoming mail to proper sections and departments
- Opens mail to make proper distribution determinations, if not clearly shown
- Operates machinery such as postage machines, mailing machines, postage scales, postage meters, etc.
- Maintains various accounting records of mailing charges
- Prepares postal materials for bulk mailings
- Insures and registers mail as required
- Distributes messages to appropriate locations
- Maintains and balances petty cash funds for postage
- Performs routine clerical duties such as filing, typing, etc., as needed
- Operates switchboard; transferring calls to proper parties
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Skill to learn appropriate postal rates, regulations, and requirements
- Skill to read and write at a level sufficient to successfully perform required duties
- Skill to understand and follow oral and written directions
- Skill to maintain various records and files
- Skill to operate various postal machines and meters
- Skill to perform basic arithmetic calculations using addition, subtraction, multiplication, and division
- Ability to meet the physical requirements necessary to successfully perform required job duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties