

MAIL CLERK

Title: Mail Clerk

Location: Assigned Department

Reports to: District Administrator

FLSA: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Performs a wide variety of activities related to process movement, processing storage of District mail, supplies, and educational materials to enhance the District communications and work environment.

Part II: Supervision and Controls over the Work:

Work is performed in accordance with direction and schedules provided by the supervisor. Mail procedures are consistent with District policies and procedures, and equipment safety rules. Work is evaluated for timeliness, quality of delivery, safety, procedural compliance, safe equipment operation, and loss of damage or spoilage.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Sorts and distributes U.S. and District mail being sent throughout District, educational service districts, District couriers, and other couriers to department standards in a timely and cost-effective manner. Shipments may involve bags, cartons, boxes, equipment, film, large, heavy, and awkwardly shaped items.
2. Provides customer service and assistance to schools and programs regarding mailing and distribution of materials and supplies.
3. Maintains delivery areas and warehouse equipment in a neat, clean, orderly, and safe manner.
4. Responsible for operation and minor maintenance of mailroom and office equipment.
5. May pull supply orders and perform periodic inventories; recommend items for re-order to maintain necessary materials and supplies on hand.
6. Completes legible and accurate forms, records, timesheets, postage amounts, cost documentation, and other clerical-type activities as may be required. Completes forms,

records, and reports as required by the State or District policies. Maintains postal accounting system and related reports.

7. May assist in the storage of District records. Maintains confidentiality of personnel information, and District information to department standards.
8. Collects and distribute items in the District. Use and operate courier vehicle as needed.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School Diploma or equivalent.
- Ability to obtain knowledge of office procedures and mail regulations.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with staff.
- Effective oral and written communications; analytical ability, and knowledge and skill in the use of office technology and office software.
- Ability to work both independently and cooperatively.
- Ability to organize work, set priorities, and meet deadlines.
- Valid Oregon Driver's License and possesses a safe driving record.
- Knowledge of:
 1. Safe and proper loading and unloading of delivery vehicles.
 2. Proper physical lifting techniques and use of warehouse equipment.
 3. Ability to perform basic mathematical computations.

Part V: Desired Qualifications:

Knowledge of:

- Mail delivery and package expediting services contracted with the District; U.S. postal service guidelines and procedures.
- Educational materials, supplies, and equipment.

- Warehouse operational methods, procedures, policies, rules, and regulations.
- Use and terminology of mail processes, requisitions, purchase orders, invoices, and other warehouse documentation.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, stand and walk for extended periods, hear and speak to communicate effectively to district standard.
- Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift, carry, push or pull up to 70 pounds and must be able to lift and move greater weights using appropriate equipment.
- Required to work in all weather conditions, exposure to cold, warehouse environments.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.