



### INSTRUCTIONAL MATERIALS AND MAIL CLERK

**Reports to:** Director, Educational Technology Services

**Division:** Curriculum and Instruction

#### Our ideal candidate

You possess the proven ability to accomplish multiple tasks and keep multiple projects organized and progressing. You possess knowledge of the principles and practices of the County Education Office, including rules, regulations and operating procedures. You are an effective communicator who sets a positive and cheerful tone for those with whom you come in contact. You are highly organized and detail oriented with demonstrated ability to work independently and exercise appropriate judgment. You use discretion when handling confidential information. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

#### General description

Perform specialized, complex and clerical support services to educators seeking instructional materials. Provide direction and technical support to persons utilizing telecommunications for ordering and reviewing instructional materials. Develop a wide network of relationships with employees and school district staff to assist in the process of receiving, sorting, and distributing mail in an efficient, professional, and confidential manner.

#### Specific duties and responsibilities

- On a daily basis, respond to and/or fulfill media requests for instructional materials using automated circulation system, voice mail, email, and personal contact
- Process and prepare materials for delivery
- Maintain and make recommendations for the mainframe mail list program including input, check, and update of lists, and providing labels and reports to departments
- May train and assist educators and others in the use of the online system through the County Education Office portal page to order classroom sets of books
- As requested by supervisor, contact, request information, and order new or replacement books from vendors for review or purchase
- Recruit and recommend possible authors and illustrators for events
- Assist in preparation of activities, materials, and arrangements for student events
- Prepare, maintain, and file a variety of reports, records, correspondence, and other documents
- Provide regular usage statistics using automated circulation system as requested
- Operate a variety of modern office equipment including but not limited to computers, fax, calculator, copiers, and various mail machine equipment
- Keep media shelves and work area space clean and organized



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- Maintain current knowledge of and apply adopted mail rules and regulations, including: outgoing mail schedules, trucking schedules and bulk mail procedures
- Insure all internal postage systems are continuously updated and aligned with current rates and procedures for mail and parcel systems
- Process outgoing mail for the main complex and auxiliary locations
- Prepare accurate accounting of postage used by departments, maintaining a daily accounting log
- Prepare and send monthly reports
- Sort incoming mail, trucking, and other materials and prepare items for distribution to departments, school districts, and other sites
- Perform other essential job-related duties as assigned

**Requirements**

Education: high school graduate including or supplemented by courses in business, technology, or related field

Experience: three years of increasingly responsible clerical experience. Experience working in a library or mail setting preferred

**Knowledge and Skills**

- Organization, operations, policies and objectives of the Office
- Modern office practices, procedures and equipment
- Postal and parcel shipping regulations, mail processing and distribution procedures
- Children’s and young adult literature and authors, illustrators and awards
- Audiovisual equipment and set-ups
- Operation of a computer terminal and basic data entry technique
- Manual and computer-based record keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal relations skills using tact, patience and courtesy

**Abilities**

- Learn and adapt to department organization, operations, policies and objectives quickly and accurately as changes occur
- Perform responsible and difficult clerical work with speed and accuracy
- Analyze situations accurately and adopt an effective course of action
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions



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- Communicate effectively both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by assignment
- Operate office equipment including, typewriter, computer, duplicating equipment, audio visual equipment, postage-meter machine and postage scale
- Occasionally may be required to lift up to 50 pounds without assistance
- Meet schedules and timelines
- Plan and organize work
- Maintain records and prepare reports
- Operate a light duty vehicle safely
- Work independently and within a team environment
- Collect and prepare summaries of usage data

**Licenses and certificates**

Valid California driver's license, automobile insurance required by law, and the use of a dependable automobile may be required.

**Working conditions**

Office, storage, materials, and mail processing environments subject to lifting, pushing, bending, and stooping on a regular basis.

**Salary range 65**

<i>Approved by the Personnel Commission:</i>	June 30, 1998
<i>Revised:</i>	May 27, 1999
	July 24, 2008
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