

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: MAIL WAREHOUSE SPECIALIST (Range 27)

#### **BASIC FUNCTION:**

Under the direction of an assigned Supervisor, act as lead person over mail/warehouse unit personnel to perform manual and clerical work involving the pick up, sorting, metering and distribution of US mail and other printed and packaged material; coordinating pick up and delivery of mail and audio-visual teaching aids at schools and office sites and assist in the receipt, inspection, issuance and delivery of supplies at the warehouse.

#### **REPRESENTATIVE DUTIES:**

Operate a District vehicle over a designated route to pick up and deliver U.S. and District mail to schools and administrative offices. *E*

Sort, route and distribute U.S. and District mail to District Office departments. *E*

Prepare outgoing mail and make deliveries according to established routes and schedules; sort, meter, sack and bundle mail. *E*

Prepare process and deliver first class, certified, registered and insured mail and parcels. *E*

Prepare requisitions or postage due funds, bulk permit funds, or postage meter funds. *E*

Prepare requisitions for office supplies and request repairs for mailroom equipment delivery vehicle. *E*

Operate, a variety of related equipment, including postage meters, scales and others. *E*

Diagnose, troubleshoot, calibrate and repair the mail/meter equipment. *E*

Process, meter and tag outgoing U.S. mail and parcels. *E*

Provide technical support to site personnel regarding mail classification. *E*

Assist with the inventory process, receiving, storage, issuing, and inventory of materials, supplies, and equipment. *E*

Collect and secure deposits and deliver checks from the County Office to payroll. *E*

Operate forklift and electric jack for loading and unloading supplies, orders and equipment. *E*

Train and support mail/drivers on new regulations, procedures and software updates. *E*

E=Essential functions

Approved 2/23/17

Initiate, document and manage work orders through the TMA system. *E*

Maintain records for various departments's mailing expenses and prepare related reports. *E*

Perform a variety of office clerical work (i.e. P.O.'s, Docushare, Galaxy, AESOP, etc.) as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Postal regulations.

Basic mail and postage terminology.

Proper operation of postage meters and related equipment.

Office clerical procedures.

Storekeeping procedures, including methods of proper and orderly receipt, handling, storage, and delivery of supplies and equipment.

Stock inventory procedures.

Definitions and use of Requisitions, purchase orders, invoices, and delivery receipts.

**ABILITY TO:**

Learn U.S. and District mailing rules and regulations.

Observe legal and defensive driving practices.

Receive, sort, distribute and process District and U.S. mail.

Prepare outgoing mail for delivery.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Receive, check, and store incoming supplies and equipment.

Fill orders accurately from requisitions.

Maintain stock inventory records.

Follow oral and written directions.

Maintain stores and storage facilities in a clean and orderly fashion.

Establish and maintain effective relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three (3) years experience with mail and warehouse duties.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

United States Postal Service Multiline Optical Character Reader (MLOCR) Accuracy Support System Certification.

Forklift/Electric Jack Certification

E=Essential functions

Approved 2/23/17

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Mail room environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting moderately heavy objects up to 50 lbs.

Pushing or pulling mail carts.

Reaching overhead, above the shoulders and horizontally.

Seeing to read addresses and fill and inspect orders.

Lifting, carrying, pushing, pulling and moving various objects.

Hearing and speaking to exchange information.

Dexterity of hands, wrists and fingers to operate warehouse equipment and vehicles.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.