

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: LEAD MAIL CLERK (Range 22)**

#### **BASIC FUNCTION:**

Under the direction of the Electronics Shop Supervisor, act as lead person over mail 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; perform other related duties as required.

#### **REPRESENTATIVE DUTIES:**

Operate a District vehicle over a designated route to 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*

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

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

Perform a variety of office clerical work as assigned.

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.

**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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two (2) years experience processing, distributing, and delivering large volumes of mail.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Mail room environment.

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting moderately heavy objects.

Pushing or pulling mail carts.

Reaching overhead, above the shoulders and horizontally.

Seeing to read addresses.