

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**BUSINESS OFFICE**

**4525 Mail Carrier**

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**JOB TITLE: MAIL CARRIER**

**REPORTS TO:** Supervisor of Custodial Services

**SUPERVISES:** Incoming and Outgoing Mail

### **NATURE AND SCOPE OF JOB:**

The Mail Carrier is responsible for the smooth flow of District information, communications and to contribute to effective school/public relations by prompt and courteous handling of all inter-office documents and packages. All such items shall be handled and delivered in a timely and safe manner. All items shall be kept confidential and safe, and shall be delivered directly to the administrative offices and schools of each Paterson Public School District (PPSD) site.

### **QUALIFICATIONS:**

The Mail Carrier shall:

1. Have demonstrated competence for assigned responsibilities.
2. Hold a valid driver's license with no serious violations.
3. Have at least one (1) year experience in mail room work.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position..
7. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

## **VERIFICATIONS OF COMPETENCY:**

1. District application and resume.
2. Employment interview.

## **EMPLOYMENT TERMS:**

The Mail Carrier shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Mail Carrier shall:

1. Drive district vehicle to selected sites to expedite mail delivery and pick-ups.
2. Receive, sort, and deliver all central office incoming mail from the U.S. Post Office.

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3. Receive all outgoing central office mail daily; meter postage on authorized matter; sort all matter into zip code order; and deliver outgoing mail to U.S. Post Office.
4. Prepare parcels for mailing or shipping, and receive and distribute shipments from truckers and delivery services.
5. Receive and deliver interoffice written communications.
6. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
7. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
8. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. Must be able to lift bulk materials up to 20 lbs.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION:**

The Supervisor of Custodial Services shall evaluate the Mail Carrier in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Dennis Clancy  
Approved

12-10-2004  
Date

Signature on file in Human Resource Services.