CLASS TITLE: MAIL CLERK/COURIER

DEFINITION: Under general supervision, performs work of routine difficulty in picking up, sorting and delivering U.S. mail and district pony mail (internal delivery service), courier for pickup of bank deposit from District sites and deliver to the bank; and performs related work as required.

EXAMPLES OF DUTIES:

- Picks up and sorts incoming and outgoing U.S. and pony mail
- Determines appropriate postage class for U.S. mail and packages and affixes proper postage as indicated by postage scales
- Operates postage machine
- Insures and certifies mail when necessary
- Delivers sorted mail to District Administration building offices
- Bags sorted mail for delivery to all schools
- Loads and unloads bags in and out of district delivery car
- Drives an automobile to deliver mail to the various schools
- Maintains a regular delivery schedule to all district locations
- Keeps a separate account, by program, for charge-back of postage
- Maintains a file on open purchase orders
- Acknowledges complete purchase orders of payment
- Provides pick up of District bank deposits and delivers to the bank, following established cash handling procedure.
- Handles confidential information and/or high value documents/items including cash and observes strict confidentiality regarding student and personnel information.

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation and one year of general office experience in a clerical operation.

Knowledge of:

- Office methods, procedures and practices
- Weights and measurements
- U.S. Post Office policies regarding postage rates and insurance requirements

Skill in:

- Operation of an electronic postage machine and postage meter
- Maintaining records
- Making minor decisions in accordance to departments practices and procedures
- Establishing and maintaining effective working relationships

Ability to:

- Sufficient strength and physical ability to lift and carry mail bags, boxes, etc (up to 50 pounds).
- Physical capability sufficient to perform job tasks to include, sitting, walking,

standing, kneeling, crouching, stooping, squatting and twisting.

Licenses and Certificates:

- A valid California driver's license

CST, Salary Range: 404

MT. DIABLO UNIFIED SCHOOL DISTRICT Board Approved: 8/27/18