Job Description **10.07**
MOORE PUBLIC SCHOOLS

Job Title: **Mail Clerk/Driver**

Qualifications:
Credentials: High school, GED or equivalent experience is required in lieu of high school degree. Must have valid drivers license.

Training or Experience Required: None

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Reading and Interpreting: May have to read and understand simple instructions.

Site: **Warehouse and Various sites**

Reports To: **Executive Director of Operations**

Job Goal (Purpose of Position): Performs entry level to semi-skilled level duties under general supervision to contribute to the smooth flow of information and communication throughout the district and to deliver interschool material (mail and material) from site to site.
An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Gathers and/or handles routine, simple information and responds to routine questions.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to ensure smooth operation. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative, and effective problem solving are necessary to the success of the position.

Essential Job Functions:

1. Pickups and delivers all mail and items designated for delivery at each school district site.

2. Pickups and delivers media equipment weekly as indicated by schedule.

3. Establishes a delivery route that is most economical and advantageous to the school district.

4. Performs other duties as assigned by the Director of Supply/Warehouse Foreman.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Employee's job requires occasional bending/stooping; occasional squatting/crouching, reaching above shoulder.

Employee's job requires occasional carrying/lifting of up to 50 pounds in order to pick up and deliver televisions and video equipment.

Employee must possess manual dexterity to operate vehicles, pick up small items; must possess visual ability to read small print and see small items. Employee must possess hearing/speaking ability to communicate clearly in person and on the phone.

TERMS OF EMPLOYMENT:	195-251 Days
SALARY:	Category F
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 01-16-01
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