

MAIL AND DELIVERY CLERK

CLASS SUMMARY

Under general supervision, receives, processes and distributes campus and U.S. mail; keeps appropriate records, delivers bulk mailings to main post office; assists or backs-up delivery of intra-district mail and communications as required or as assigned.

REPRESENTATIVE DUTIES

Picks-up and processes all classes of mail; participates in the operation and maintenance of mail handling machines, including inserting, sealing, metering, and labeling of mail; keeps abreast of postal rates and regulation changes; prepares faculty mail boxes; signs for accountable mail; delivers on-campus parcels; backs-up the Light Delivery Driver; picks-up, sorts, distributes and delivers U.S. Mail, all forms of intra-district communication, Board materials, and similar scheduled runs.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Lead Mail Room Clerk, assists the Lead Mail Room Clerk with processing all mail, and backs-up the Light Delivery Driver with the intra-district delivery of mail.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Good work history with demonstrated good driving record.

Knowledge and Abilities

Knowledge of: rules, regulations, policies of postal rates and regulations; all basic mathematical calculations; spoken and written English; college and off-campus locations.

Ability to: pick-up and make deliveries in a timely, orderly and accurate manner; follow schedules in a punctual manner; interpret rules and regulations; process mail in an orderly and accurate manner; be responsible for stamps, money; make mathematical calculations accurately; follow oral and written direction; maintain records; communicate with school officials and professional personnel effectively; lift 50 lb. mail bags; drive safely and legally.

Required Licenses: valid California Motor Vehicle Operator's License with a driving record that meets minimum standards established by the District's insurance carrier.

