



Job Title: **Mailroom Clerk**

Department: **Purchasing/Warehouse**

Supervisor: **TRC/Print Center Supervisor**

Lane Placement: **ESP Lane 4**

Schedule: **8 hr/ 242 days** Evaluation Group: **JCES 13**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the supervision of the TRC/Print Center Supervisor and Warehouse Manager, the Mailroom Clerk collects and tracks and distributes outgoing U.S. mail and interoffice mail as well as packages from Fed Ex, UPS, Office Depot, and others. Incumbent sorts and distributes District Office mail and materials going to District schools. Mailroom Clerk, organizes mail routes and works closely with drivers to deliver to schools and departments. Incumbent will provide assistance for the Central Warehouse, Teacher Resource Center and Copy Center.

## **ESSENTIAL FUNCTIONS**

- Understands a working knowledge of USPS postage regulations including Bulk mail, Presort, certified and 1<sup>st</sup> class.
- Prepares accounting spreadsheet of postage charges for District and schools and submits to Supervisor each month.
- Maintains and operates postage equipment which includes, Neopost metering machine, tabor machine, folder inserter.
- Assist the Copy Center in mailing Newsletters, letters and packets.
- Receives and signs for materials delivered by UPS, Fed Ex, USPS, etc.
- Scans barcodes and keeps records for delivery and signatures on prepared spreadsheet.
- Receives and distributes U.S. mail.
- Receives and distributes interoffice mail to various District Departments and schools.
- Picks up outgoing U.S. mail and interoffice mail from various District Offices.
- Meters and weighs outgoing U.S. mail and delivers to mailbox at the end of day.
- Communicate information and ideas clearly, and concisely, in writing: read and understand information presented in writing.
- Work closely with Mailroom drivers determining routes and filling bags for delivery.
- Maintains inventory of supplies needed for Metering machine, folder inserter, tabor etc.
- Deal with people in a professionally manner which shows sensitivity, tact, and professionalism.
- Ability to prioritize projects and Multi-task.
- Provides assistance to Warehouse, Copy Center and TRC when needed.
- Must have working experience and knowledge using production copy machines, coiling equipment, hydraulic paper cutter, lamination, and folding machines.
- Clean driving record as you may be required to drive a District vehicle.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Requires High school diploma, GED or equivalent.
- 2-3 years of like work experience required.
- Has the ability to multi task and demonstrates organizational skills.
- Understanding of US postage regulations, classification of 1st class & bulk mail.
- Beginning accounting and Excel experience.
- Knowledge of basic computer skills.
- Requires demonstrating personal integrity and dependability.
- Must demonstrate basic competence in reading, writing, and basic math.
- Job requires the ability to organize and distribute mail to proper designations.
- Requires the ability to work well with others professionally in structured atmosphere.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Job involves occasional lifting of boxes weighing up to 50 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020