

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Lead Mail Services Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	026 OTBS
REVISED:	April 2, 2003		

BASIC FUNCTION:

Lead and participate in the work of a group of Mail Services Clerks in the operation of a central mailing service for school and U.S. mail to and from the public and all schools, departments, and district offices.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work with and lead a group of Mail Services Clerks in the collection, sorting, and distribution of inter-office and U.S. mail for the central mail section. **E**

Make work assignments; bag or bundle outgoing mail. **E**

Load bags onto baggage carts, move carts to destination, and unload bags. **E**

Operate postage meter, postage scales, and addressograph machines and other assigned machines. **E**

Calculate costs and record certified, registered, and insured U.S. mail. **E**

Calculate mailing costs by department as required and prepare charge slips based on weight, destination and class. **E**

Act as liaison with district sites. **E**

Maintain records of postal equipment and budget charges for department and school sites. **E**

Maintain a positive balance of district postal charge account. **E**

Prepare reports on volume and distribution of mail. **E**

Attend meetings or briefings to keep abreast of changes in U.S. Postal regulations. **E**

Coordinate maintenance and repair of various postal machines to minimize downtime. **E**

Train new mail services staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school and two years of recent directly related experience in receiving, processing, and distributing all classes of mail, monies and other materials in a large organization which required a knowledge of pertinent U.S. mail regulations. Two years of satisfactory service in the district job class of Mail Services Clerk will satisfy the experience requirement

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization and names and locations of key staff members.
Current postal rules and regulations and pertinent district policy and procedure.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Operate and maintain postal service equipment.
Demonstrate good numerical, language, and memory skills.
Maintain schedules under conditions of high volume and deadlines.
Train and lead the work of assigned staff.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Physical stamina sufficient to permit continuous standing and walking; hearing and speaking to exchange information; seeing to perform assigned duties; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; may be required to lift up to 50 lbs. unassisted.

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