

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mail Services Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 OTBS
REVISED:	October 24, 2001		

BASIC FUNCTION:

Assist in the operation of a central mailing service or department 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

Collect, sort, and distribute inter-office and U. S. mail for the central mail section, or for a specific department. **E**

Bundle and bag outgoing mail. **E**

Load bags onto baggage cart; moves to destination and unloads. **E**

Count out and distribute administrative circulars and bulletins. **E**

Operate postage meter, postage scale, and address machines. **E**

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

May be assigned to direct the work of other staff in the mail center for short periods of time in the absence of the Lead Mail Services Clerk. **E**

Attend meetings and briefings to keep abreast of U. S. Postal regulations. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and one year of recent experience in sorting and distributing all classes of mail, monies and other materials in a large organization.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Pertinent U. S. mail regulations.
Current postal rules and regulations.
Reading and writing English communication skills.
Numerical, language, and memory skills.

ABILITY TO:

Learn district organization and names and locations of key staff members.
Maintain schedules under conditions of high volume and deadlines.
Operate standard postal equipment found in mail centers.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Mail room or center.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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