



## Mail Clerk

Classified Range: 27

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of general clerical duties related to mail room operations at an assigned location; processes various types of outgoing mail.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Empties mail drop off boxes throughout the day; receives and sorts incoming and interoffice mail; packages into departmental mailboxes; prepares outgoing and interoffice mail for courier pick-up.
2. Processes various types of outgoing mail including all presort, first class, media, library, certified, and express mail for assigned location; packs all outgoing mail in tubs for USPS and presort company pick-up; prepares necessary forms for presort company including daily total count.
3. Processes all presort, first class, media, library, certified, and express mail for departments that require special tracking; tracks total pieces and cost on a daily basis and prepares monthly reports; tracks department usage of bulk account; prepares copies of bulk reports for monthly totals and billing.
4. Processes bulk mailings for the assigned location; sorts mail by zip codes; bundles groups; completes necessary paperwork; delivers mail to post office.
5. Drops off express mail or other time sensitive U.S. mail at the post office.
6. Performs routine clerical tasks related to mailroom operations; provides customer service including at window, over the phone, and through e-mail.
7. Operates a variety of mail room and office equipment including copiers, postage scales, and meters.
8. Processes U.S. mail and returned College mail that has no name or department; opens mail and determines appropriate recipient; forwards item to correct recipient or return to sender.
9. Maintains and reconciles a variety of ledgers, accounts, and records; deposits checks for bulk mailings.
10. Inventories, orders, and maintains mail room materials, supplies, and equipment; arranges for the service of equipment as needed.
11. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*



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### **CORE COMPETENCIES:**

#### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

#### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

#### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

#### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

#### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

#### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

#### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### **Informing**

- Proactively obtaining and sharing information



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### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

Equivalent to the completion of high school.

#### Experience:

Two (2) years of general clerical or office experience.

#### License or Certificate:

Possession of a valid driver's license and ability to maintain insurability under the District's vehicle insurance policy.



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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to deliver mail; subject to noise from mail room and office equipment operation; exposure to dust and inclement weather conditions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office and mail room equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.