

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAILROOM DISTRIBUTION ASSISTANT

BASIC FUNCTION:

Under the direction of the Director-Purchasing and Warehouse, receive, sort, collect, prepare and distribute intra-district and U.S. mail according to established schedules.

ESSENTIAL FUNCTIONS:

Receive, sort and distribute incoming mail District wide; drive a vehicle to various sites to conduct work.

Sort, weigh, package, stamp, meter, and insure mail items as needed; learn and apply appropriate related postal regulations, including bulk, express and certified mail; participate in bulk mailing activities; perform arithmetic calculations accurately.

Process outgoing mail from the District Office, using cost-effective and time-efficient methods.

Pick-up and deliver departmental mail daily.

Maintain computerized records of mailroom transactions and employee lists; prepare routine reports and submit to appropriate administrator.

Operate a computer, postage meter and other mailroom equipment and tools, and standard office equipment as assigned.

Perform clerical duties related to the preparation and distribution of mail and related items.

Wrap and prepare parcels and boxes for shipment.

Provide information to personnel regarding postal, UPS, Federal Express, and other vendor rates and regulations.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills including tact, patience and courtesy.

Operation of mailroom equipment and standard office equipment including a computer and assigned software.

Modern office practices, procedures and equipment.

Basic math.
Proper lifting techniques.

ABILITY TO:

Sort, weigh, package, stamp, meter, and insure mail items.
Learn and apply postal regulations.
Sort and compare names and numbers rapidly and accurately.
Compile and maintain accurate and complete records using current computer applications software.
Organize and distribute mail in a timely manner.
Learn District locations.
Understand and follow oral and written directions.
Perform routine clerical duties assigned to the position.
Operate modern office equipment including a computer.
Type at a minimum of 35 words per minute from clear copy.
Read and write English at a level required for successful job performance.
Establish and maintain cooperative and effective working relationships with others.
Make arithmetical calculations.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
See to read a variety of materials.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch.
Perform heavy physical labor.
Use proper lifting methods.
Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Floor-lift 55 lbs.

WORKING CONDITIONS:

ENVIRONMENT:

Mailroom office environment.
May drive a vehicle as needed.