

East Side Union School District

JOB TITLE: Mail Carrier-Clerk

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To pick up, transport, and deliver mail, supplies, equipment, and other items to and from District offices and school sites and to receive sort, distribute and prepare incoming and outgoing mail and packages. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class exercises responsibility for the timely pick-up and delivery of District mail, supplies, and equipment and for the accurate and timely processing of District mail in accordance with U.S. Postal Department standards and regulations.

SUPERVISOR: Warehouse Supervisor

TYPICAL DUTIES

Drives a District vehicle over a designated route in accordance with an established time schedule; picking up and delivering intra-school and miscellaneous district mail, materials and supplies

Loads and unloads supplies, materials, and equipment

Maintains delivery and pick-up schedules in accordance with established standards

Runs errands and makes special deliveries as needed

Picks up and delivers U.S. and inter-school mail from post office, District Office, and school sites

Receives, sorts, and distributes incoming mail and packages

Prepares outgoing mail; weighs, determines amount, and affixes appropriate postage by automated machine or manually

Prepares postal materials for bulk mailings

Receives and verifies UPS charges; resolves discrepancies

Prepares outgoing parcels for mailing/UPS, maintains accurate records of packages mailed

Operates postage machine; purchases additional postage as needed in accordance with prescribed procedures

Maintains accurate records of postage charges, packages shipped and packages returned

Performs related duties as required

EMPLOYMENT STANDARDS

Possession of valid appropriate California Driver's License

Ability to learn applicable postage rules, regulations and requirements

Ability to learn location of District buildings, offices, school sites and post office

Ability to operate postage machine and scales

Ability to understand and follow oral and written instructions

Ability to maintain various records and files

Ability to read and write at a level sufficient to successfully perform required job duties

Ability to meet the physical requirements necessary to successfully perform required job duties

Ability to maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85