

Job Title: MAIL CLERK
Reports to: Coordinator, Employee Benefits & Support Services
Dept./School: Employee Benefits & Support Services
Wage/Hour Status: Non-exempt
Date Revised: July 22, 2019

Primary Purpose

Pickup and delivery of all district mail and correspondence.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Valid Texas driver's license

Special Knowledge/Skills

Knowledge of all district locations
Able to distribute mail accurately and timely
Knowledge of mail system equipment

Experience

One year of mail distribution systems

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Collect all mail and correspondence from all offices throughout the school district.
2. Stamp, weigh, and process outgoing mail and delivers it to the post office.
3. Maintain mail delivery vehicle and report malfunctions immediately.
4. Maintain mail system equipment and print weekly usage report.
5. Sort and deliver mail to district offices and ensures that quality and efficiency are a priority
6. Demonstrate continuous effort to improve operations, work cooperatively with other mail staff and provide seamless customer service.

Records, Reports, and Correspondence

7. Prepare other duties assigned by supervisor.

Other

8. Perform other duties assigned by supervisor.
9. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Mail system machinery
Mail delivery vehicle
Copier

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects. Repetitive hand motions. Work with frequent interruptions, maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____