



## **JOB TITLE: MAIL CLERK**

Classification: Classified  
Salary Range: 20

Retirement Type: PERS\*  
Board Approved: April 12, 1999

---

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, process incoming and outgoing U.S. and inter-office mail for the District; operate mailing machines, scales and equipment used in mail processing and distribution.

### **REPRESENTATIVE DUTIES:**

Receive, sort and deliver U.S. and inter-office mail on campus; sign for insured, registered and certified mail.

Weigh mail and determine appropriate postage rate; affix postage for outgoing first, third, fourth and all types of special class mail; wrap and label packages as needed.

Process outgoing first class pre-sort, third class bulk and carrier route pre-sort bulk mailings according to established guidelines and regulations; perform weight and rate computations as needed.

Prepare and process appropriate forms and paperwork for insured, express, registered and certified mail as required by postal regulations.

Maintain current knowledge of postal rates, rules and regulations and technological advances in mail processing equipment.

Operate and perform preventive maintenance on a variety of mailing machines, scales and meters; operate standard business office equipment such as typewriter, calculator and copier.

Prepare and maintain a variety of records related to postage used by various department.

Provide information and assistance to other District personnel regarding the procedures and preparation for processing outgoing mail.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: graduation from high school and one year of general office experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Postal regulations.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of office and postal machines.

Oral and written communications

Operation of mail processing equipment.

Abilities/Skills:

Receive, sort and distribute incoming and outgoing mail for the District.

Alphabetize and compare names and numbers quickly and accurately.

Learn and apply regulations related to processing various types of U.S. mail.

Maintain routine records.

Add, subtract, multiply and divide quickly and accurately

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Lift heavy packages and mail trays.

Operate, adjust and perform minor preventive maintenance on mail processing machines and equipment.

Operate a motorized vehicle.

Licenses or Other Requirements:

Possess a valid California driver's license.

**WORKING CONDITIONS:**

Routinely lift, carry, push or pull objects up to 60 lbs.

May occasionally be required to lift objects over 60 lbs.

Drive a motorized cart to different locations on campus.

Indoor and outdoor work.

Twisting, standing, reaching and bending required.

Manual dexterity.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.