

## **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION**

Job Title:	Mailroom Clerk	Range:	26
Date Revised:		Date Approved:	April 8, 2003

### **PRIMARY PURPOSE**

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This position is responsible for performing a variety of duties related to the processing and distribution of incoming and outgoing mail; and performing clerical work as assigned.

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### **ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1. | Receives, sorts and distributes U.S. mail, delivery service packages, and inter-District mail to appropriate locations.   |
| 2. | Picks up, sorts and posts outgoing U.S. mail, delivery service packages, and inter-District mail according to established procedures; prepares special mail such as certified, registered and insured; drives a vehicle to pick up and delivers mail as required. |
| 3. | Communicates with U.S. Post Office, delivery services, various District departments and personnel, faculty and students to provide and receive information and assistance related to the mailroom activities.   |
| 4. | Serves as a courier as required; picks up distributes and various materials; posts bulletins.   |
| 5. | Operates a variety of office and mailroom equipment and machines such as copier, computer, postage machine, scale, mail cart and telephone.   |
| 6. | Provides clerical support as directed; types forms, memos and correspondence; duplicates materials, bills postage due accounts, maintains and balances accounts answers telephones and routes call.   |
| 7. | Maintains records and files related to mail room activities.  |
| 8. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.   |
| 9. | Performs related duties as assigned.  |

### **OTHER FUNCTIONS**

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### **WORKING RELATIONSHIPS**

The Mailroom Clerk maintains frequent contact with various District departments and personnel, faculty, students, and outside agencies.

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### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent

Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of procedures and practices of the U.S. Postal Service

Knowledge of various delivery services such as UPS and Federal Express

Knowledge of modern office and postal equipment

Knowledge of basic record-keeping techniques

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of various computer software applications

Ability to learn the procedures and practices of mail processing and distribution

Ability to make arithmetic calculations quickly and accurately

Ability to learn and apply current postal rates and applicable postage regulations

Ability to learn District department locations

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

A valid California Driver's License

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### **WORKING CONDITIONS**

District mailroom; may involve work outdoors; subject to inclement weather; subject to lifting and carrying mail bags and other heavy objects (up to 60 lbs. unassisted); extended walking and standing, repetitive use of upper extremities including hand coordination activities.

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