

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Mailroom Clerk	Range:	26
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

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.

**ESSENTIAL FUNCTIONS**

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

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
10.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**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**

### Minimum Qualifications

High school diploma or GED

Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below  
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **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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