

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Mailroom Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Purchasing	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-22/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, receive, sort, distribute and process delivery of mail in a reasonable timely manner; accurately sort incoming mail for distribution to various sites and departments; prepare outgoing mail for pickup and processing for the District and United States Postal Service (USPS) mail; prepare outgoing mail for delivery.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Receive, sort, distribute and process District and USPS mail in a reasonable, timely manner to meet the needs of the sites and departments; prepare and process bulk mail. *E*

Sort and distribute District and USPS mail for various sites and departments. *E*

Prepare outgoing mail for delivery; sort, meter, tray and bundle mail. *E*

Prepare and process certified registered and insured mail in a reasonable, timely manner. *E*

Accurately operate a variety of related equipment, including postage meters, scales and others as needed. *E*

Maintain accurate routine operational records and prepare related reports. *E*

Perform a variety of office clerical work as assigned.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and some clerical experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Postal regulations.
Basic mail and postage terminology.
Office clerical procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn USPS and District mailing rules and regulations and proper operation of postage meters and related equipment.
Receive, sort, distribute and process District and USPS mail.
Prepare outgoing mail for delivery.
Establish and maintain cooperative and effective working relationships with a diverse range of people
Maintain records and files.

Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Mailroom environment; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, standing for extended periods of time; moderate lifting; pushing or pulling mail carts; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve mail and packages; seeing to read addresses.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions