

**POSITION:** MAIL CLERK

**REPORTS TO:** Director of Personnel

**DESCRIPTION:** Personnel employed to receive, sort, dispatch, deliver, or otherwise handle letters, parcels, and other mail.

**QUALIFICATIONS:**

1. High school diploma or GED required with some business courses and/or experience preferred.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Ability to relate to the public.
5. Physical strength and dexterity needed.

**RESPONSIBILITIES:**

1. Processes the mail communications for the central office; process incoming and outgoing mail from other schools and locations through the system-wide van delivery service.
2. Processes the U.S. mail at the central office from all locations.
3. Performs interoffice mail pickup, sorting, and delivery.
4. Keeps records of parcel post, insured mail, and postage meter.
5. Maintains files necessary for the function of the mail office.
6. Operates postage meter, mail scales, electric typewriter, telephone, copier, calculator, duplicating machines, etc.
7. Maintains positive work habits.
8. Maintains and/or upgrades job-related skills.
9. Performs duties efficiently and productively.
10. Performs other job-related tasks as assigned by supervisor.
11. Develops and maintains a safe work environment at all times.

**SALARY:** Pay Grade: ..... D

**EMPLOYMENT TERM:** 261 Days