



Fremont Unified School District
Classified Job Description

Mailroom Clerk

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

The Mailroom Clerk reports directly to the Director, Purchasing or designee performs a variety of manual and office support tasks related to receiving, processing and distributing intra-district, postal service and commercial mail and packages according to a prescribed schedule; and performs related work as assigned. This class provides centralized mail processing services for the District Administrative Office. Responsibilities require physical strength and stamina, as well as abilities to perform basic office support activities and successfully deal with a variety of District staff, and in a relief capacity, the public. This class is distinguished from the general office support classes by the knowledge of mail processes and procedures and the physical requirements of the job.

Essential Functions:

- Sort incoming and outgoing mail and packages; place intra-district mail in appropriate boxes for school and office delivery
- Deliver mail and packages received from the postal service, United Parcel Service, Federal Express and other express agencies to the Superintendent's office and other offices on a daily basis
- Process outgoing mail using a scale and postage meter; determine class or type of rate for sending mail together with related costs
- Prepare packages for express agency shipping and for shipping to other District sites
- Direct the preparation of permit mailings and complete related forms. Maintain accurate information related to changes in postal rates and regulations
- Maintain standard records of work performed and equipment used; maintain postage meter and bulk mail accounts
- Answer questions and advise District personnel regarding postal and shipping rates and regulations, maintain inventory of paper and supplies
- Maintain the mailroom in a neat and orderly condition
- Reorganize mail boxes as required
- Perform word processing and other general clerical work
- Serve as a relief operator for a multi-line telephone system and receptionist on an assigned basis; may assist in duplicating services as required

Qualifications:

Knowledge of:

- Standard office practices and procedures, including the use of standard office equipment
- Use and minor maintenance of mailroom equipment
- Postal and shipping rates and regulations
- Basic record keeping practices
- Basic business arithmetic
- Techniques for communicating effectively with the public and District staff, in person and over the telephone

Ability to:

- Alphabetize and sort packages, correspondences and other materials according to names and numbers rapidly and accurately
- Apply customer service techniques; speak clearly and using a pleasing and gracious manner
- Maintain accurate records and files

- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work

Education:

Equivalent to graduation from high school.

Experience:

One year of general clerical experience. Experience in the operation of a mailroom is desirable.

Physical Demands:

Must possess mobility to work in a mailroom setting; and use standard mailroom and office equipment, including a postage meter, mail folding/stuffing machine and a computer; strength and stamina to lift, carry and move packages and mail sacks up to 40 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Non-Discrimination in Employment:

The Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

FLSA Status

Non-Exempt

Approval Date

N: 1/78 R: 3/80, 11/83, 11/85, 2/97
11/98, 2/03, 11/17

Salary Range

Range 10