MAILROOM CLERK
JOB #CCC966
$2,645 - $3,195 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: December 2, 2008
CLOSING DATE: December 16, 2008
POSITION LOCATION: Cypress College
SCHEDULED SHIFT: 7:00 a.m. - 3:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
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. Receive, sort and distribute U.S. mail, delivery service packages, and inter-District mail to appropriate locations. Pick-up, sort and post outgoing U.S. mail, delivery service packages, and inter-District mail according to established procedures; prepare special mail such as certified, registered and insured; drive a vehicle to pick up and deliver mail as required. Communicate 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. Serve as a courier as required; pick-up and distribute various materials; post bulletins. Operate a variety of office and mailroom equipment and machines such as copier, computer, postage machine, scale, mail cart and telephone. Provide clerical support as directed; type forms, memos and correspondence; duplicate materials, bill postage due accounts, maintain and balance accounts answer telephones and route calls. Maintain records and files related to mail room activities. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent; sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: Learn the procedures and practices of mail processing and distribution; make arithmetic calculations quickly and accurately; learn and apply current postal rates and applicable postage regulations; learn District department locations; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Procedures and practices of the U.S. Postal Service: various delivery services such as UPS and Federal Express; modern office and postal equipment; basic record-keeping techniques; proper methods of storing equipment, materials and supplies; various computer software applications.

Licenses and other requirements: Some departments may require a valid California Driver's License.

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

APPLICATION PROCEDURE

- DISTRICT CLASSIFIED APPLICATION REQUIRED (All mandatory supplemental forms must be completed and returned with the application).
  
  Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC966, Mailroom Clerk, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE

DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before December 16, 2008, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.