NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

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. 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.
EDUCATION AND EXPERIENCE

High school diploma or equivalent
Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below

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

SPECIAL REQUIREMENTS
A valid California Driver’s License

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.