

ORANGE UNIFIED SCHOOL DISTRICT

LEAD MAIL PROCESSING WORKER

DEFINITION

Under general supervision, to coordinate the processing and delivery of United States mail, intra district mail, and other printed and packaged material within the district; to perform a variety of functions concerning District mass mailings using automated mail processing equipment; to drive a delivery vehicle in the pick up and delivery of mail and material; to perform assigned clerical duties that include the use of computers and terminals; and to do other related work as required.

ESSENTIAL DUTIES

- Assume responsibility for the operation of the District's central mailroom.
- Lead and coordinate the activities related to the processing and delivery of mail and materials within the District.
- Resolve problems related to mass mailing and mail delivery within the District.
- Sort, distribute, and route U.S. mail, and intra district mail and printed materials to schools and departments.
- Process and maintain records related to the collection and distribution of U.S. mail.
- Meter, determine costs and maintain records of fees related to the use of U.S. mail for charge back to District operating units.
- Provide information, guides, and materials related to handling of U.S. and district mail.
- Prioritize and schedules mail processing and delivery.
- May train and direct new and substitute employees.
- Coordinate use, maintenance and repair of assigned equipment.
- Load and unload delivery vehicle with a variety of mail and packaged materials.
- Operate a delivery vehicle to deliver and pick up at the various district locations.
- Perform a variety of automated record management and clerical tasks.

QUALIFICATIONS

Knowledge of:

Methods, regulations and procedures pertaining to receiving, processing, storing, and distribution of mail, packaged materials, and audio visual teaching aids;

Safe working methods and procedures, and vehicle operational practices;

Modern office methods, procedures, and techniques;

English usage, spelling, grammar, and punctuation;

Record storage, retrieval, and management systems;

Equipment service and maintenance requirements;

Standard office machines and equipment commonly found in a mailroom;

Driving laws and safety practices.

Ability to:

Lead and direct the work of other employees;

Effectively operate a delivery vehicle and participate in a receiving, storage, and distribution operation;

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Operate a variety of mailroom equipment;
Perform routine clerical tasks;
Learn and apply postal rules, rates and regulations;
Perform moderately light manual tasks;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, and ramps, and will involve walking or standing for extended periods, as well as moving in and out of a vehicle.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

One year of mail processing and delivery experience, including some general clerical and computer related experience.

Education:

Equivalent to the completion of the twelfth grade with training in automated record management and mail processing.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.