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| **Position Title:** | Mailroom Clerk II | | |
| **Reports To:** | Campus Services Supervisor | | |
| **Department:** | Campus Services | **Job Code:** | 4177 |
| **Prepared By/Date:** | Carol Flynn/05-2006 | **Job Group:** | SNE |
| **Approved By/Date:** | Martha Garrity/05-2006 | **Salary Grade:** | 8 |
| **Revised:** | Jennifer C. Brito/4-29-2009 | **FLSA Status:** | Non-Exempt |

**Summary:**

This is advanced specialized clerical work in a campus mailroom facility. Employees in this class perform a variety of duties in the collection, processing and distribution of interoffice and U.S. Mail. Emphasis of the work is on the accurate and rapid processing of mail. May be assigned to plan, assign, and review the work of a small clerical staff in the processing of out-going and incoming mail Supervision is received from an administrative or clerical supervisor who provides advice and assistance on difficult problems and reviews work for satisfactory performance in accordance with U.S. Postal regulations.

**Essential Duties and Responsibilities:**

- Supervises the work of subordinate clerical staff in mailroom operations and procedures.
- Leads and coordinates all mail services at the College.
- Acts as liaison between the College and the Postal Service to determine latest changes in methods and procedures that affect the College.
- Advises and trains College personnel in mailroom operations and procedures.
- Affixes postage, weighs envelopes and parcels, calculates postage, sorts by local and out-of-town, bundles and marks accordingly.
- Maintains records of departmental postage use.
- Receives and distributes incoming mail for all departmental postage use.
- Receives and distributes incoming mail for all departments, all faculty and administrative offices. Includes first-class mail, third-class mail, packages, films, and newspapers. Notices for packages to be called for are placed in department boxes.
- Distributes all communications within the College that passes through the mailroom while keeping up to date on an hourly basis.
- Distributes journals, handbooks, catalogues, brochures and other educational materials.
- Assembles film, mail, computer supplies, duplicating materials, printed matter, audio equipments, books, etc.
- Performs related work as required.

**Knowledge, Skills and Abilities:**

- Knowledge of U.S. Postal Service rules, regulations, rates and documentation mandatory for processing U.S. mail.
- Knowledge of the operation of standard and computerized mail processing equipment.
- Knowledge of College organization, office practices and procedures.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral,

or diagram form.

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to operate postage meter machine and basic typing.
- Ability to lift heavy items, use hand trucks and similar equipment to transport heavy loads.
- Ability to operate equipment with speed and accuracy while standing.
- Ability to make independent decisions in accordance with procedures, laws, and regulations and these to work problems.
- Ability to plan, assign, review, supervise and inspect the work of others.
- Ability to meet and deal effectively with the public and to use tact and good judgment.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**
Non-essential

**Minimum Requirements:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent. A minimum of two (2) to four (4) years of advanced mailroom clerical work experience or related mailroom clerical or Postal Service work including supervisory experience.

**ACKNOWLEDGEMENT**
I have read and acknowledge receipt of a copy of my job description.

_____ _____
Signature Date

_____
Printed Name