

Position Description
Mailroom Operator
Department: Purchasing

POSITION PURPOSE

The Mailroom Operator oversees the processes of incoming and outgoing U.S. and interoffice mail for the District.

NATURE AND SCOPE

The Mailroom Operator directs the work and supervises student assistants.

The Mailroom Operator is responsible for the delivery, sorting, and processing of mail, troubleshooting problems which impede operations, and training of student assistants and staff. Other decisions, such as major budgetary expenditures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Receives, sorts, and delivers U.S. and inter-office mail on campus; signs for insured, registered and certified mail.
2. Weighs mail and determines appropriate postage rate; affixes postage for outgoing first, third, fourth and all types of special class mail according to established guidelines and regulations; wraps and labels packages as needed; performs weight and rate computations as needed.
3. Prepares and processes appropriate forms and paperwork for insured, express, registered and certified mail as required by postal regulations.
4. Maintains current knowledge of postal rates, rules and regulations and technological advances in mail processing equipment.
5. Operates and performs minor maintenance on a variety of mailing machines, scales and meters; operates standard business office equipment such as typewriter, calculator and copier.
7. Prepares and maintains a variety of records related to postage used by various departments.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
U.S. Postal regulations
Modern office practices and procedures
Record keeping techniques
Operation of office and postal machines
Operation of mail processing equipment

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Alphabetize and compare names and numbers quickly and accurately
Detail oriented
Basic mathematical abilities
Excellent written and oral communication
Excellent interpersonal skills
Ability to work independently
Management and organizational skills

Education and Experience:

H.S. diploma
1-2 years general office experience

Valid California Driver's License

Working Conditions:

College mailroom
Ability to lift packages and mail bags (up to 70 lbs.)