

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

MAILROOM CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, perform a variety of clerical duties associated with the operation of the mailroom; receive, sort, and distribute District mail; oversee and operate production copier and other assigned office equipment and machines for assigned area; and act as relief for the College Telephone Operator/ Receptionist.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive, sort, distribute, and deliver outgoing, incoming, and interoffice mail.
2. Process outgoing mail; weigh, meter, and affix correct postage for various out-going mail.
3. Accept all postal deliveries including special delivery, insured mail, registered mail, and all mail requiring special handling including flats, parcels, books, and films.
4. Assist and advise staff with mail regulations, preparation, and costs.
5. Maintain various records including those related to postage meter, bulk permit, postage due, business reply, first class pre-sort, and bulk accounts.
6. Set-up and assign mail boxes to faculty and staff as needed.
7. Distribute communication materials to faculty and staff.
8. Oversee and operate assigned office equipment and machines including a production copier, fax machine, and other assigned office equipment and machines.
9. Order and maintain paper stock for copy and fax machines.
10. Clean and perform minor adjustments on copy and fax machines.
11. Type simple materials including staff listings and memoranda.
12. Act as relief for Telephone Operator/Receptionist.
13. Maintain necessary files, records and statistics for the mailroom and related equipment.
14. Perform related duties as required.

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Office procedures, methods, and equipment including computers and applicable software applications.
2. Mailroom procedures, methods, techniques, and equipment.
3. Postal regulations, laws, procedure, and rates.
4. Specialized terminology and procedures of assigned office.
5. Operating characteristics of postal processing equipment.
6. Operating characteristics of a telephone switchboard.
7. Principles and procedures of record keeping and filing.
8. Mathematical principles.
9. English usage, spelling, grammar, and punctuation.
10. Inventory methods and practices.
11. Traffic and safety laws, ordinances, regulations, and rules involved in vehicle operation.
12. Occupational hazards and standard safety practices including proper lifting techniques.

Ability to:

1. Sort, process, and distribute large quantities of mail/materials quickly and accurately.
2. Type at a speed necessary for successful job performance.
3. Operate and perform minor maintenance on mailing and other office machines and equipment.
4. Maintain records and accounts.
5. Work independently in the absence of supervision.
6. Plan and organize work to meet changing priorities and deadlines.
7. Meet critical deadlines while working with frequent interruptions.
8. Understand and follow oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Some general clerical or office experience.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel to deliver mail; subject to noise from office equipment operation; exposure to dust and inclement weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office and mailroom equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a motor vehicle; and to verbally communicate to exchange information.

9/4/85; 5/20/97; 10/21/03

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical-Secretarial-Fiscal