



POSITION DESCRIPTION

JOB TITLE: Mail Handler Job Class: 4295		
DATE	DEPARTMENT OR SCHOOL	DIVISION Information Systems
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Process all incoming and outgoing US Mail, school mail, interdepartmental mail, special mail and packages. Receive deliveries at the Administration Building. Receive and route all interschool mail, provide guidance and direction for preparation of mail at all school and other sites.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Sort incoming US Postal mail for distribution.
2. Prepare and dispatch outgoing US Postal mail.
3. Sort US Postal mail by zip code.
4. Bundle/bag mail for all classifications for US Postal delivery.
5. Determine optimum mailing discount for all US Postal mailings
6. Operate mechanical and/or electronic mailing system that may fold, burst, insert, seal, out sort, weigh and imprint postage onto items.
7. Operate electronic mailing machine.
8. Prepare all required and appropriate US Postal forms for each mailing.
9. Sort interschool mail.
10. Pack interschool mail into pouches for route delivery.
11. Lift filled pouch into metal transport trays.
12. Lift filled transport trays into stacks.
13. Wrap or bundle interschool mail.

14. Prepare records of route delivery.
15. Prepare route delivery for truck drivers.
16. Distribute interoffice mail.
17. Collect interoffice mail.
18. Weigh and mail packages.
19. Prepare mailings requiring special handling such as certified, registered, express and special delivery.
20. Prepare parcel post deliveries.
21. Wrap or bundle printed matter by hand or machine.
22. Receive deliveries.
23. Keep appropriate processing and production records.
24. Perform general office work such as answering telephones, responding to user questions and general clean up of counters and shelving.
25. Actively supports the MPS Strategic Plan.
26. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervisor of Mail Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

High School graduate or equivalent.

Experience Requirements

Knowledge, Skills, and Abilities

Ability to read, write and make logical decisions. Possess technical skills associated with sophisticated mailing equipment. Ability to understand, interpret and prepare the mail according to exact postal standards.

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

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 with or without reasonable accommodation.

Heavy manual labor.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.