



**POSITION DESCRIPTION**

<b>JOB TITLE: Mail Handler</b> Job Class: 4295	
<b>DATE</b> 050114	Office of Operations  Department Mailroom and Print Services
<b>Pay Range:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Processes all incoming and outgoing US Mail, school mail, interdepartmental mail, special mail and packages. Receives deliveries at the Central Office Building. Receives and routes all interschool mail, provides guidance and direction for preparation of mail at all school and other Milwaukee Public Schools sites.	

**ESSENTIAL FUNCTIONS:** 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. Sorts incoming United States (US) Postal mail for distribution and prepares and dispatches outgoing US Postal mail. Sorts US Postal mail by zip code.
2. Bundles and bags mail for all classifications for US Postal delivery. Determines optimum mailing discount for all US Postal mailings. Weighs packages and prepares for mailing.
3. Operates mechanical and/or electronic mailing system that may fold, burst, insert, seal, out sort, weigh and imprint postage onto items. Operates all electronic mailing machines.
4. Prepares all required and appropriate US Postal forms for each mailing.
- 5.
6. Sorts interschool mail and packs interschool mail into pouches for route delivery.
7. Lifts filled pouches into metal transport trays, lifts filled transport trays into stacks and wraps or bundles interschool mail.
8. Prepares records of route delivery and prepares route delivery for truck drivers.
9. Distributes and collects interoffice mail.
10. Prepares mailings requiring special handling such as certified, registered, express and special delivery.
11. Receives deliveries from the post office, other MPS buildings and other transport companies.
- 12.

13. Maintains appropriate processing and production records.
14. Performs general office work such as answering telephones, responding to user questions and general maintenance of mail room counters and shelves.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

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

Regular supervision provided by the Supervisor, Mailroom and Print 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.

N/A

**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.)

Position requires a high school diploma or the equivalent.

**Experience Requirements**

Previous experience in a high-volume office is desired.

**Knowledge, Skills, and Abilities**

Excellent customer service skills are essential. Must be able to work with diverse groups, internal and external to MPS. The ability to read, write and make logical decisions. Must possess technical skills associated with sophisticated mailing equipment. The 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.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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.

General office environment, incumbent must be able to handle lifting up to 50 pounds and frequent reaching, standing and bending; there is some noise associated with the machinery.

**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.**