



JOB DESCRIPTION
Mail Room Clerk

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The Mail Room Clerk under the direct supervision of the Purchasing Director, contributes to the efficient operation and proper security of the district office mail room.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Valid Texas Drivers license insurable with Judson ISD insurance carrier and a good driving record

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of general office equipment and school district organization
- Ability to be punctual and dependable
- Ability to work well and in a positive manner with staff, employees, and the public
- Ability to carry out directives from Director
- Basic math skills

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Receives, sorts, opens and distributes all incoming district office mail.
3. Receives, weighs and meters all district's outgoing mail.
4. Maintains a current, up to date log for each campus on postage use for monthly billing.
5. Receives, sorts and prepares all items for distribution for the district pony express several times during the day.
6. Sorts and microfilms all items presented for filming from district office and campus personnel.
7. Maintains, safeguards and orders supplies for microfilm, copiers and printers.
8. Copies microfilmed items when requested by various personnel.
9. Keeps copy machines filled with paper and sees that machines are in satisfactory working order.
10. Assists in various copy jobs.
11. Keeps an accurate account of items copied by campus personnel for monthly billing report.
12. Maintains various documents, forms, etc., and distributes such as requested by various district personnel.
13. Relieves receptionist for breaks, lunch periods and other times as needed.
14. Assists in logging in all deliveries for tracking purposes.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), read, understand verbal instructions, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), bend, stoop, and kneel and drive District van as required.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Mail metering equipment

Paraprofessional Trades Pay Grade: 2

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 24, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.