

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Mail Handler**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Manager of Materials Management**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 1**
 Work Year: **12 months**
261 days

SUMMARY: Responsible for mail room including sorting, metering, tracking and distributing mail district-wide and through the U.S. Mail service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Process U.S. Mail by operating postage metering machine according to postal rules, regulations and procedures in order to receive all available discounts. Record amount of postage used by schools and departments using computerized system.	D	30%
2. Sort and distribute U.S. and intra-district mail delivered by district pony.	D	30%
3. Process and provide accountability for special classes of mail such as certified and overnight letters.	D	2%
4. Supervise and assist with bulk mailings. Train special need students to work in the mail room. Order office supplies for the mail room.	D	10%
5. Requisition postage metering machine money and down load the postage money balance into the postage machine. Provide guidance and direction to schools and departments on U.S. Mail postal regulations that affect the district first class, non-profit, and other special mail categories.	D	2%
6. Maintain hall copy machines and fax machine. Order all supplies needed, record amount of copies made to be billed back to departments. Make calls for machine repairs and service. Operate and help maintain folder/insert machine.	D	10%
7. Prepare and process all regular mail according to U.S. Post Office regulations for afternoon pick-up and delivery to the post office.	D	5%
8. Assist Procurement and Materials Distribution Department in entering quantities and prices for vendor bid sheets. Compiles current information to change warehouse description in database.	D	8%
9. Perform other duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- One year of experience in general office occupations or equivalent education and computer experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic oral and written communication skills.
- Basic English language skills.
- Intermediate interpersonal relations skills.
- Basic math and accounting skills.
- Basic personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Basic critical thinking and problem solving skills.
- Intermediate organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Basic Bilingual skills (English/Spanish) preferred.

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MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Programs.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager of Materials Management	357

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

This position acts as the technical resource and staff authority for District and Education Center U.S. Mail procedures, regulations and distribution.

SAFETY TO SELF AND OTHERS

Step stool is required.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

The physical demands, work environment factors and mental functions described below 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 functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills, compare analyze, interpret calculate, compute and evaluate. Frequently required to coordinate, compile and negotiate.