

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 03/08/2023

MAIL & SUPPLY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for operation of a mail and supply or data warehouse functions including receipt, handling and sorting of incoming and outgoing mail, packages, and freight in preparation for storage and delivery to and from offices or member schools. The incoming mail, packages and freight are sorted, delivered, or stored in accordance with set policies and procedures. Outgoing mail and packages are prepared according to types for shipping by private parcel service or mail, according to class. An incumbent is responsible for operation of postal weighing and metering devices to determine the appropriate rates, according to class of mail, and making correct settings on the machines. Incumbent performs warehousing and inventory tasks related to shipping, receiving freight, and tasks relating to excessing equipment. The incumbent works under general supervision of the Director and/or Administrator, with leeway allowed for exercise of independent judgement in operation of the mailroom and/or warehouse. Supervision may be exercised over the work of subordinate. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives and classifies incoming mail and deliveries;
Sorts, distributes, and logs incoming and outgoing freight, using electronic tracking systems as required;
Operates addressing and postage metering machines;
Operates tow-motor, fork lift, hand trucks other warehousing equipment;
Inserts and seals envelopes and bags, and prepares packages for mailing;
Addresses envelopes, packages, boxes;
Delivers mail, packages, performs other office clerical duties as required;
Monitors inventory levels to check for reorder points;
Processes requisitions for supplies, materials, and services so as to assure delivery on schedule;
Coordinates delivery dates of supplies;
Investigates alternate sources of supply;
Places incoming shipments of paper into storage area and moves the required quantity of paper to press;
Packs materials to insure delivery without damage;
Identifies contents and number of pieces of shipments on boxes, cartons, or skids, using proper labeling methods;
Arranges for shipments and communicates required delivery dates to carriers or member schools;
Keeps a log of shipments and delivery sheets;
Checks incoming shipments of materials to insure as ordered, in quantity, quality, brand and grade and checks for damage;
Reports damaged goods so that they may be returned for claims;
Perform inventory functions including applying asset tags on required equipment that both come into the warehouse and those that are drop-shipped to member school districts;
Records asset tags in database;

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TYPICAL WORK ACTIVITIES: (Continued)

Coordinate and communicate excess equipment needs with other staff, member schools, and/or recycling centers

May assist in pressroom and bindery operations when not engaged in storeroom activities;

May be required to lift at least 50 pounds;

May be required to travel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of mail, supply, and data warehouse procedures, techniques, and equipment; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of printing processes and delivery alternatives and systems; ability to operate warehousing equipment, including fork lift; ability to compute postal rates and keep abreast of regulations and rules for parcel and postal services; ability to lift packages; ability to sort and deliver mail to appropriate agencies; ability to operate a personal computer, Microsoft Office, and electronic data tracking systems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of clerical experience which shall have involved receipt, storing, sorting, and preparing mail and packages for shipment and delivery; **OR**
- (B) Two (2) years of clerical experience which shall have involved receipt, storing, sorting, and preparing mail and packages for shipment and delivery.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted:

Revised: 07/12/2002, 05/11/2017