JOB DESCRIPTION

POSITION TITLE: Mailroom Representative  
JOB CODE: 474E

DIVISION: Operational Support  
PAY GRADE: Rank IV (NC04)

DEPARTMENT: Business Services  
REPORTS TO: Sr. Executive Director, Business Services

SALARY SCHEDULE: Office Clerical/Technician Annual  
FLSA: Non-Exempt

DEPARTMENT: Business Services  
WORK DAYS: 238  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Receives, sorts, and delivers incoming and outgoing materials to include mail, packages and special items to designated locations; maintains records and logs by entering data into a tracking system; operates and maintains mailroom equipment; operates and maintains a District vehicle.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: Valid Georgia Driver’s License
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to walk, stand, sit, kneel, push, stoop, climb stairs, reach above shoulders, grasp, pull and bend repeatedly; ability to lift at least 50 pounds, and operate county motor vehicle
5. Knowledge, Skills, & Abilities: Written and oral communication; computer and related equipment skills, filing, organization, customer service

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Sorts incoming mail; prepares and processes outgoing mail.
3. Maintains postage machine and records meter count.
4. Maintains records and daily logs of delivery service activities such as package deliveries from freight lines (i.e., UPS, RPS, FEDX, etc.).
5. Delivers and/or picks up mail and packages to/from appropriate locations (i.e., CCSD Departments, State DOE, Superior Court, US Post Office, Vehicle Tag Office, etc.).
6. Responds to inquiries regarding mail/delivery services via e-mail, phone, and in person.
7. Provides courier services to designated recipients.
8. Operates District vehicle in a safe and courteous manner.
9. Follows through with routine maintenance of District vehicle.
10. Supports CCSD Warehouse Operations as assigned.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date ____________________

Signature of Supervisor _____________________________ Date ____________________