



EMPLOYEE NAME: _____

Created: 10/09 Revised: 10/12; 10/15; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Mailroom Representative	JOB CODE: 474E
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Sr. Executive Director, Business Services	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	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 _____