

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MAILROOM SHIPPING / RECEIVING CLERK

**SALARY SCHEDULE: SSP8**

**COST CENTER: SCHOOL BUSINESS SERVICES (9025)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Possess a valid state of Florida Driver's License.
- (3) Experience in working with Bulk mailing.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of United States Postal regulations. Possess positive interpersonal skills. Possess current technology skills. Ability to prioritize work. Ability to manage multiple tasks simultaneously. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing. Ability to manage time efficiently.

**REPORTS TO:**

Executive Administrative Officer

<p><b>JOB GOAL</b></p>
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<p>To facilitate the effective and efficient flow of all mail and parcels for the District.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Sort, pick up, and deliver all mail and parcels.
- \* (2) Prepare non-profit standards and first-class mail according to United States Postal Service specifics.
- \* (3) Meter all incoming first class mail.
- \* (4) Respond to inquiries regarding classification of different types of mailings.
- \* (5) Facilitate shipments of parcels by Federal Express, United Parcel Service, Airborne Express and other private companies.
- \* (6) Demonstrate initiative in the performance of assigned responsibilities.
- \* (7) Provide for a safe and secure workplace.
- \* (8) Model and maintain high ethical standards.
- \* (9) Follow attendance, punctuality and proper dress rules.
- \* (10) Maintain confidentiality regarding school matters.
- \* (11) Maintain positive relationships with staff and vendors.
- \* (12) Participate in workshops and training sessions as required.
- \* (13) Communicate effectively with staff and vendors.
- \* (14) Keep supervisor informed of potential problems or unusual events.
- \* (15) Respond to inquiries and concerns in a timely manner.
- \* (16) Prepare all required reports and maintain all appropriate records.
- \* (17) Follow all School Board policies, rules and regulations.
- \* (18) Exhibit interpersonal skills to work as an effective team member.
- \* (19) Demonstrate support for the School District and its goals and priorities.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

**MAILROOM SHIPPING / RECEIVING CLERK (Continued)****PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 04**

\*Essential Performance Responsibilities