



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	LEAD MAIL SERVICE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA /GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON EXEMPT
JOB CLASS CODE:	8738
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Leads district mail distribution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Receives, sorts and distributes mail from all school centers and system wide office complexes

Is in charge of all operations of the Central or VanHoose mailrooms

Accounts for the use and operation of the mail metering machines used for mail going through the U.S. Postal System

Assumes responsibility for all mail and packages placed in the 'Pony' bags for delivery by the drivers to the schools and all locations in the District (C.B. Young Service Center only)

Assumes responsibility for mail distribution and pick up within the C.B. Young Service Center, or VanHoose Education Center and C.B. Young Service Center

Performs other duties assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of working experience in mailroom operation preferred

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of current postal regulations and requirements

Experience in a diverse workplace