

DESERT COMMUNITY COLLEGE DISTRICT

MAIL TECHNICIAN

BASIC FUNCTION

Under the general supervision of an assigned supervisor, performs technical clerical duties associated with the receipt, processing and distribution of District mail; performs general secretarial duties for assigned department.

REPRESENTATIVE DUTIES

1. Assign mail boxes, update and maintain campus mailbox system and distribution list for in-office pickup and route delivery; distribute posted mail and general notices to mailboxes and deliver mail to campus offices daily; process certified mail; open and direct inadequately and incorrectly addressed mail. E
2. Receive and sort a variety of domestic and international mail including parcels; receive and distribute copied materials from the Copy Center.E
3. Set-up postage machine daily entering identification numbers and codes; monitor operation of postage machine; prepare mailing labels and envelopes; weigh letters, packages and boxes; maintain postage equipment and supplies; clear machine jams and call for repairs; organize posted mail in trays; prepare postage use reports. E
4. Assist campus personnel with appropriate procedures and preparation of out-going mail and assure compliance with postal regulations; answer questions regarding mail procedure rates and zip codes. E
5. Assist campus personnel in the preparation, processing and make corrections as necessary for bulk mailings. E
6. Load and deliver bulk mail to the Post Office using College of the Desert vehicle. E
7. Issue Federal Express certified, express, priority, forms, labels, envelopes, boxes and bulk mail stickers.
8. Track Federal Express packages; call for Federal Express pickup. E
9. Answer directory assistance telephone calls and direct calls to the appropriate office; assist in updating of telephone numbers. E
10. Type a variety of memoranda, reports and other materials. E
11. Prepare letters, spreadsheets, manuals and monthly reports. E
12. Order supplies. E
13. Operate a variety of office machines and equipment including a computer and related software applications, copier, calculator and other equipment.E
14. Maintain bulletin boards and faculty/staff job announcement notebooks.E
15. Perform reception and counter service duties.E
16. Train and oversee student workers.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge Of: Mail processing equipment; postage meter machine and postage scale; postal rates and regulations; bulk mail and certified, registered, insured and special delivery mail; modern office practices, procedures and equipment; safe and defensive driving practices; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; record-keeping techniques; proper lifting techniques; principles of training and providing work direction; operation of standard office machines and equipment; applicable computer software programs including word processing, spreadsheets and email.

Ability To: Operate mail processing equipment; postage meter machine and postage scale; prepare bulk mail and certified, registered, insured and special delivery mail; add, subtract, multiply and divide quickly and accurately; compute alternate postal fees to find the most effective and efficient method of delivery; meet established mail schedules and timelines; assemble data for the preparation of reports; communicate effectively both orally and in writing; work independently with general supervision; establish and maintain cooperative and effective working relationships with others; interpret and apply specific rules, policies and procedures; usehand truck; drive a golf cart; operate a variety of office machines and equipment including a computer and applicable software, i.e. word processing, spreadsheets, email, and other related programs; reach overhead, above the shoulders and horizontally; bend at the waist, kneel or crouch to distribute mail or materials; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one (1) year experience in mailroom and one (1) year of office clerical experience involving some public contact.

DESIRABLE

One (1) year of experience in a mailroom.

LICENSES

Valid California driver's license.

WORKING CONDITIONS

Environment: Office environment; constant bending, reaching and lifting; constant interruptions and driving a vehicle to conduct work.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions