

Production and Mail Clerk

Purpose Statement

The job of Production and Mail Clerk is done for the purpose/s of duplication, cutting, folding and/or binding materials required by school personnel for instructional and administrative functions; maintaining digital copy, bindery equipment and tools; preparing completed products for delivery; ensuring all interdepartmental and USPS mail is collected, processed and distributed in a timely manner, applying correct postal regulations; maintaining postage meter; and supporting the operation of the Printing Services department.

Essential Functions

- Assists with warehousing duties (e.g. stocking paper products and other commonly consumed supplies, requesting items when needed, etc.) for the purpose of helping to ensure the availability of materials as needed.
- Finishes printed jobs using light bindery equipment (e.g. punches, coil inserters, tape binders, comb inserters, paper cutter, paper folder, collator, etc.) for the purpose of meeting requester's needs in the most effective and cost efficient manner.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Learns, understands and abides by the regulations of the USPS in regards to all classes of mail preparation and delivery standards for the purpose of providing guidance to District staff and customers.
- Maintains mailroom facilities, as assigned, (e.g. use of meters/equipment, cleanliness, etc.) for the purpose of ensuring an orderly, clean and safe work environment.
- Maintains equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and availability of equipment and supplies required to complete all work requests.
- Maintains records of all shipped items, certified mailings, international mailings, and returned items, etc. for the purpose of providing accurate information to mailing parties and departments.
- Monitors postage meter and bulk mailing balances for the purpose of ensuring sufficient funds and adequate supplies.
- Operates or assists in the operation of high-speed digital printing equipment as needed for the purpose of supporting the overall goals of the department.
- Oversees mailroom activity (e.g. building/department account tracking, the process of outgoing mail, coordination of department and outside service person when necessary, etc.) for the purpose of providing information and/or direction to department staff and other parties.
- Performs sorting and delivery of all incoming USPS and interoffice mail to department/schools for the purpose of ensuring the highest possible customer satisfaction.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using materials handling equipment and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating postage meter equipment; materials, handling and storage; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, 50% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

Valid Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

10/19/2022

Revised Date

Salary Grade

PROD 11