



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 77-2023/24  
DOCUMENT NO. 67-2023/24  
DATED: 03/20/2024

**DISTRICT MAIL CLERK**

**DEPARTMENT/SITE:** Purchasing/Warehouse

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 20

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Purchasing

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Purchasing, the District Mail Clerk provides mail delivery and courier services for schools and departments throughout the District; accurately sorts incoming mail for distribution to various sites and departments; drives a District vehicle to deliver mail and other items on an assigned route; and assists the Printshop as assigned. The incumbents in this classification provide the school community with timely processing and delivery of intra-district mail which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**

This position is responsible for District mail services and assisting the Printshop as assigned. This class differs from the Warehouse Assistant job classes that are responsible for journey-level warehouse operations and day-to-day transport of stock items to various District locations.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the print shop (i.e., restocking paper, stapling, binding, packaging), as assigned.
- Drives a District vehicle on a regular route to various schools, District sites, and warehouse to pick up and deliver mail, small parcels, and other items to assigned locations and/or individuals; loads and unloads delivery vehicle.
- Maintains assigned vehicle (e.g., fluid levels, fueling, cleaning, tire pressure) to ensure safe operation of the vehicle.
- Maintains accurate operational records in accordance with established administrative guidelines.
- Participates in unit meetings, in-service training, and workshops to convey and/or gather information required to perform job functions and for ongoing professional development.
- Plans routes for the destination; meets schedules and timelines.
- Receives, sorts, and distributes intra-district.
- Resolves issues, concerns, or questions regarding mail.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

*(At time of application)*

### **Knowledge of:**

- Traffic laws, defensive driving techniques, and rules of the road
- Map reading techniques
- Proper lifting techniques
- Mail distribution techniques and processes
- Current office clerical practices and procedures

### **Skills and Abilities to:**

- Learn District operations, policies, procedures, and individuals of importance quickly
- Learn the general geographical layout of the school district and routes quickly
- Receive, sort, distribute, and process District and mail efficiently
- Prepare intra-district mail for delivery
- Operate an assigned vehicle safely and efficiently
- Read and follow road signs and directions
- Observe legal and defensive driving practices
- Plan routes for destination and meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Operate standard office equipment, including a computer and assigned software
- Read, write, and communicate effectively in English
- Understand and follow multi-step oral and written directions effectively
- Work independently with little direction
- Adapt to changing priorities
- Observe health and safety regulations

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others, and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months of general office and clerical experience that includes sorting and distributing mail.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive a vehicle to various district sites to transport and distribute goods, equipment, and materials.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam (C) through the District's provider at the District's expense
- Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under varying temperatures and potential exposure to hazardous conditions such as driving a vehicle, traffic, adverse weather conditions, and regular exposure to vehicle exhaust fumes, dirt, dust, odors, and physical hazards when loading/unloading mail van and carrying mail and packages over uneven ground or up/down stairways
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to drive a vehicle, operate a computer and a variety of equipment, and handle mail/packages
- Hearing and speaking to exchange information by telephone or in-person
- Sitting, standing, or walking for extended periods of time
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above the shoulders, and horizontally to retrieve files and store materials
- Bending at the waist, kneeling, crouching, and crawling