

MAIL CLERK/MESSENGER
(Bargaining Unit Position)
(Range 16)

DEFINITION

Under general supervision, receive, process and distribute incoming and outgoing campus mail and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Mail Clerk/Messenger class is distinguished from other classes in the clerical/secretarial series in that incumbents are assigned to receive and distribute incoming and outgoing mail.

ESSENTIAL FUNCTIONS

- Receive, sort, and dispatch incoming mail;
- Prepare outgoing mail through postage meter;
- Prepare bulk mailings;
- Monitor money in postage meter and keep daily record of balances;
- Maintain record of balance in bulk mailing account;
- Perform general clerical work;
- Use standard office equipment such as facsimile (FAX), postage meter, keyboard, and photocopier equipment;
- Operate electric cart and drive a motor vehicle;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

Duties may require the physical ability to:

- see for the purpose of reading laws and codes, rules and policies, and other printed mater;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit or stand for extended periods of time;
- reach in all directions;
- lift and/or carry 40 pounds.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to graduation from the twelfth grade; one year of college course work desirable.

Knowledge of:

- office methods, procedures and equipment;
- telephone/voice mail systems.

License and Certificates:

- Possess a valid California Driver's License.

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