

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Mail Clerk**

**Department: Business Affairs**

**Grade D  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: July 2011**

**Reports To: Textbook Distribution  
Manager**

**Purpose of Job**

The purpose of this job is to ensure the efficient processing and delivery of incoming and outgoing School System mail and correspondence and parcel distribution.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives, sorts, and delivers all central office incoming mail from U.S. Post Office.

Receives all outgoing central office mail; meters postage on authorized mail; sorts all mail in accordance with U.S. Postal guidelines; and delivers outgoing mail to U.S. Post Office.

Schedules, weighs and documents all outgoing parcels for pickup by outside carriers and receives and distributes shipments from delivery services and private carriers.

Operates mail pickup and distribution service in the Central Office building.

Maintains and safeguards central office postage meter, and keeps an accurate accounting for all postage spent.

Monitors incoming and outgoing correspondence and parcels to determine compliance with Board policy.

Keeps accurate records; prepares reports; communicates orally and in writing.

Operates system-wide courier distribution system in a back-up or augmentation capacity.

Assists in warehouse on an 'as available-as needed' basis.

Delivers prepared bank deposit to bank.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or GED); mailroom experience preferred. Tennessee Driver's License is required.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes a copy machine, postage meter, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for Active work. Must be able to lift and/or carry weight of over 100 pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar or divergent from obvious standards: of data, people, or things).

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative/financial information. Provides information to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Mail Clerk.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Mail Clerk.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Mail Clerk.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear; (Talking-expressing or exchanging ideas by means of spoken words), (Hearing-perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System and mailroom practices as they pertain to the performance of duties relating to the job of Mail Clerk. Has considerable knowledge of mailroom practices as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**