

## JOB DESCRIPTION

### JOB TITLE: Mail/Printing Delivery Person

Report Identification Code: edapsa

**Job Purpose Statement:** The job of "Mail/Printing Delivery Person" is done for the purpose of sorting and transporting Intra-District Mail, U.S. Mail and Print Shop requests and completed materials within established timelines.

### Essential Job Functions:

- \* **Assists** staff with inquiries for the purpose of providing instruction and guidance for submitting and completing print requests/orders.
- \* **Schedules** maintenance of delivery vehicle for the purpose of ensuring safe working condition and preserving assets.
- \* **Sorts** intra-district mail for the purpose of delivering mail to appropriate work areas/sites.
- \* **Transports** supplies, materials and/or mail for the purpose of distributing items to identified location.
- \* **Maintains** postage meter and postage accounts for the purpose of ensuring accountability and proper use of resources.
- \* **Sorts/distributes** U.S. and district mail for the purpose of ensuring timely communications.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** meetings/trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

### Job Requirements - Qualifications:

- \* **Experience Required:** Some job-related experience
- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* safely operate delivery vehicle and postage machine; use English in both written and verbal form to communicate effectively.

*Knowledge of:* safe driving practices and related regulations and codes.

*Abilities to:* understand and carry out oral and written instructions; work under time constraints; prepare and maintain accurate records; work cooperatively with others; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work independently with minimal supervision; and meet deadlines and schedules.

*Significant physical abilities include* standing/walking for prolonged periods, lifting 50lbs/ carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/field of vision.

- \* **Education Required:** High school diploma or equivalent
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability.