

## **Killeen Independent School District Job Description**

**Job Title:** Mail Distribution Clerk  
**Department:** Purchasing and Warehousing Services  
**Reports To:** Warehousing Services Supervisor  
**FLSA Status:** Nonexempt

### **SUMMARY**

Sorts incoming mail for distribution and dispatches outgoing mail by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Processes mail and parcels including pick-up, sorting, distributing and delivering of mail to KISD Administration building on an established schedule.

Places incoming campus mail, United States Postal Service mail and parcels in appropriate boxes for distribution.

Inserts interschool mail in mail bags for daily delivery.

Gathers and sorts mail from United States Post Office and Administration building offices, schools and departments and takes US mail to the post office twice or more daily.

Processes large volumes of bulk mail outs (daily, weekly, and monthly) from school campuses and departments.

Performs daily mail outs of purchase orders.

Picks-up vendor checks from Business Services Office, affixes postage, and delivers checks to US Post Office.

Sorts and places Region XII mail in appropriate boxes.

Completes end of month reports for postage machine to be hand carried to Accounts Payable Treasury Specialist.

Orders supplies for postage machine.

Performs postage meter verification transaction (when due by Post Office).

Prepares UPS packages and have them ready for UPS pick-up on a daily basis.

Performs other such tasks as may be assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES** This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school diploma or General Education Degree (GED). A minimum of 1 year mail distribution experience.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed frequently to dampness, humidity, moving mechanical parts, outside weather conditions, and slippery or uneven walking surfaces. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES** Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, dolly, and handtruck.

**Prepared By:** Joyce Walker, Auxiliary Staffing Specialist  
**Prepared Date:** January 19, 1999  
**Revised By:** Tom Schatte, Professional Standards Administrator  
**Revised Date:** August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.