

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Mail Person*
WORK YEAR: *204-Day*

JOB DESCRIPTION: Under the general supervision of the Business Accounting Supervisor, will perform work coordinating a variety of tasks in the time constraints of the job.

ESSENTIAL JOB TASKS:

1. Coordinating the delivering of mail, supplies and equipment.
2. Loading mail and supplies in delivery vehicle.
3. Operate delivery vehicles over a predetermined route in making deliveries to various district schools, offices and other established locations.
4. May pick up and deliver emergency items, or materials and equipment requiring immediate delivery.
5. Post and mail all District correspondence and packages
6. Sort and distribute mail in the white and green buildings of the District Office.
7. Service District vehicle as needed, i.e., wash, report oil need, etc.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Methods of receiving and delivering mail and supplies
 - * Safe driving techniques and procedures.
2. **Ability to:**
 - * Operate a US Postage machine with accuracy.
 - * Understand and carry out oral and written instructions.
 - * Work positively and cooperatively with staff and the public.
 - * Work independently.
 - * Pass a physical for the job.
3. A High School diploma or equivalent.
4. Possession of a valid California Driver's License with proof of insurance.
5. Ability to perform manual labor and lift heavy objects.

SALARY: *Placement on the CSEA Salary Schedule, Range E*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

BOARD APPROVED: March 15, 2012