



**Federal Way
Public Schools**
Every Student, a Reader

Position Description

MAILROOM AND ORDER PROCESSING CLERK

POSITION SUMMARY: The Mailroom and Order Processing Clerk is responsible for ensuring that incoming and outgoing mail is handled and distributed throughout the district in an accurate and timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process daily outgoing U.S. Postal mail and deliver to post office.
- Process daily UPS packages and deliver to UPS store if needed
- Keep records of every department/school's postage used, stamp purchases and UPS charges and bill each site for all charges for the month. Must keep all budget numbers correct, current and updated
- Maintain District printed and on-line forms, and catalog
- Generate reports for forms/orders/central stores/inventory
- Data entry of custodial inventory requests.
- Receiving of packages/invoices online
- Process bulk mails (must have knowledge of Datatec Smart Software in order to process)
- Purchase Order Entry, create PO's for Central Stores

OTHER RESPONSIBILITIES:

- Ensure adequate postage and stamps available for district.
- Assist in training of on-line forms ordering.
- Assist in maintaining mailroom vehicle i.e.: fuel, fluids, wash
- Ensure mailroom office machines are in working condition and supplies are kept in stock for use

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

One (1) year experience working with computer databases

ADDITIONAL REQUIREMENTS:

Basic knowledge of Microsoft WORD and EXCEL

Proficient with email systems

Customer Service experience

PREFERRED QUALIFICATIONS:

Basic knowledge of Smart Addresser, IFAS

Familiarity with USPS website and UPS World Ship program helpful, but not required upon hiring

Must exhibit a willingness and aptitude to obtain a high level of proficiency on all

JOB DESCRIPTION: MAILROOM ORDER AND PROCESSING CLERK

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Washington State Driver's License

Individual must also be willing to use personal vehicle for trips to post office and Business Services.

Work scheduled hours on a consistent basis

KNOWLEDGE OF:

School board policies and procedures

Database management

Online form development

ABILITY TO:

Resolve routine problems and make decisions within established parameters

Demonstrate basic knowledge of technology and willingness and ability to increase knowledge to proficiency

Must be flexible, able to cope with interruptions as part of a daily routine

Multitask

Organize and perform job responsibilities efficiently and independently without close supervision

Pay strict attention to detail

Speak, read and follow written or verbal communications

Practice effective safety and security procedures within individual work routines

Develop and maintain positive customer relations with staff students, parents, and the public in a multicultural and multiracial community.

Work collaboratively with District staff and promote teamwork with co-workers

Practice ethical and professional standards of conduct including the requirements of confidentiality

Abide by Federal Way Public Schools' Policies and Procedures

Perform the essential functions of the job with or without reasonable accommodations

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation, climb stairs/ladder, lift and reach overhead, and lift/carry. The employee must constantly lift/carry up to 10 pounds and must frequently lift /carry up to 20 pounds. The employee will occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

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 regularly works in indoor and outdoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position occasionally deals with interruptions and on occasion deals with angry and distraught employees. Individual must be able to drive the District Van and willing to load and unload mail as many times a day as needed.

WORK SCHEDULE

This position typically works 8 hours a day, 12 months per year

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REPORTING RELATIONSHIP

This position reports to, and is evaluated by Manager of Maintenance Services

REPRESENTATION

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

LEVEL OF COMPENSATION

Level 3 on the FWEA-ESP Salary Schedule

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

Job Description Reviewed/Approved by: _____ Date: _____
Assistant Superintendent of Human Resources

_____ Date: _____
Responsible Administrator

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

CLASSIFICATION HISTORY

Update 9/1/01

Update with physical demand/working conditions 5/2015

FWEA-ESP review 7/2015

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*