



**FEDERAL WAY
PUBLIC SCHOOLS**

Position Description

MAILROOM & 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. This position is responsible to cross train in all warehouse processes.

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
- Help cover in absence of courier
- Multilingual staff member may be asked to translate within their scope of work

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

Must have vehicle to make short runs to post office and Business Services

PREFERRED QUALIFICATIONS:

Basic knowledge of Smart Addresser

The District's Integrated Accounting System

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

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hiring

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

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Washington State Driver's License

Work scheduled hours on a consistent basis

KNOWLEDGE OF:

School board policies and procedures

Database management

Online form development

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Perform safety responsibilities while under pressure.

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

Speak, read and follow written or verbal communications: able to proofread

Exhibit proper telephone etiquette

Practice effective safety and security within individual work routines

Remain flexible; able to cope with frequent interruptions as part of a daily routine, to multi-task and shift priorities to meet required deadlines

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

Cope with and assist angry or distraught students, parents, and other community members

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: 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 will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee will frequently 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 regularly lift/carry up to 10 pounds and must frequently lift /carry up to 25 pounds. The employee will occasionally lift/carry a maximum of 35 lbs. The employee is occasionally required to push/pull a maximum weight of 400 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 conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees and community members. Individual must be able to drive the District Van and willing to load and unload mail as many

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times a day as needed.

WORK SCHEDULE

This position typically works ___ hours, Monday through Friday, ___ days per year

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 4 on the FWEA-ESP Salary Schedule

CLASSIFICATION HISTORY

Update 9/1/01

Update with physical demand/working conditions 5/2015

FWEA-ESP review 7/2015

Updated FWEA-ESP job review 11/2019

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.

*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.*