

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: POSTAL SERVICES ASSISTANT

BASIC FUNCTION:

Under the supervision of the Supervisor- Warehousing Services, receives, sorts, batches, processes and distributes incoming and outgoing mail; performs duties while following postal regulations and federal standards; maintains a variety of records, including records related to mail from both U.S. and inter office processes such as certified, express and special delivery mail.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs duties in receiving, sorting, batching, processing and distributing incoming and outgoing mail; performs duties while following postal regulations and federal standards.

Processes mail and packages, runs items through the postage machine; determines class, type and related cost; recommends cost effective methods for processing mail.

Maintains various records, including those relating to mail from both U.S. and inter office processes such as certified, express and special delivery mail.

Sorts incoming mail from various sources to the appropriate slots, bins and sacks; loads the mail cart and delivers mail to assigned buildings; distributes and delivers mail and packages to the internal department inboxes and retrieves outgoing mail.

Performs customer service duties and responds to questions on different services; advises on rates and regulations; helps with packaging signs for incoming parcels and obtains signatures when required.

Assists with turning in deposits and handling cash.

Orders supplies as needed including mailing supplies, envelopes, priority

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MarisaPerry

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Director– HR/Classified PersonneServices