



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MAILROOM ASSISTANT I

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 16 Job #: UA08
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SUMMARY

This is the entry level position performing Mailroom Assistant I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level work on assignments that are routine in nature, requiring limited judgment and decision making. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists to receive, scan, open, sort, route, and deliver mail, parcels and packages, and prepare outgoing mail.
2. Learns and assists to operate mailroom equipment, including postage meters and mail sorters.
3. Learns use of software applications for tracking of mail, parcels, and packages.
4. Learns and assists to receive, count, log, and transfer checks and cash payments.
5. Learns and assist with ordering mailroom supplies.
6. Posts and removes bulletins, notices, and flyers.
7. Learns to answer calls and respond to mail related questions.
8. May participate on a project team.
9. Performs other related Mailroom Assistant job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or general education development test (GED).

Required Knowledge of: Current office technology and equipment.

Required Skills and Abilities to: Handle packages of varying size and weight; handle time sensitive correspondence and packages; provide appropriate levels of service and delivery for customers and vendors; use mailroom equipment and software applications; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.