



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## MAILROOM ASSISTANT II

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 21 <b>Job #:</b> UA09
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### SUMMARY

This is the intermediate level position performing Mailroom Assistant II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The work consists of duties that involve related steps, processes, or methods.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Receives, scans, opens, sorts, routes, and delivers mail, parcels and packages, and prepares outgoing mail.
2. Operates mailroom equipment, including postage meters and mail sorters.
3. Uses software applications to assist with tracking of mail, parcels, and packages. Maintains various records and files.
4. Assists in receiving, counting, logging, and transferring checks and cash payments.
5. Orders mailroom supplies.
6. Posts and removes bulletins, notices, and flyers.
7. Answers calls and responds 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) and two years of relevant experience.

**Required Knowledge of:** Courier policy, procedure, process and technology; Unites States Postal Service rate structure; basic office procedures; and 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.