



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MAILROOM ASSISTANT III

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 26 Job #: UA10
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SUMMARY

This is the journey level position performing Mailroom Assistant III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines and policies.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

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 for tracking of mail, parcels, and packages. Maintains various records and files.
4. Receives, counts, logs, and transfers checks and cash payments.
5. Schedules maintenance for mailroom equipment.
6. May provide training on use of mailroom equipment.
7. Orders mailroom supplies; makes quarterly postage payments.
8. Posts and removes bulletins, notices, and flyers.
9. Answers calls and responds to mail related questions.
10. May participate on a project team.

11. 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 four years of relevant experience.

Required Knowledge of: Courier policy, processes 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; to 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.

Job Title: Mailroom Assistant III

Job Code: UA10

Adopted: 03/11/13

Revised:

Supercedes:

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MWD
Metropolitan Water District of Southern California

Vision Requirements: No special vision requirements.

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