



## Job Description

**Job Title:** Technical Assistant II (Mail Clerk)  
**Code:** 4N08, DN08  
**Job Classification:** Non-Exempt

**Supervisor:** Mail Room Manager **Position**  
**Pay Grade:** 15  
**Contract Length:** 245 Days

### **Job Summary**

Under general supervision, position is responsible for daily receiving, scanning, sorting, tracking, and delivery of USPS, special carrier, and interoffice mail including coverage of both Mail Centers. Responsibilities include operating digital Mail Center equipment/software applications and performing duties as assigned by the Mail Center Manager. Demonstrated working knowledge of USPS regulations and skill in operating digital mail equipment with a negligible margin of error required. Incumbent is required to work a flexible schedule to complete work during peak operational demands.

### **Essential Duties**

1. Receives, scans as required, accurately sorts, posts, and delivers incoming USPS and internal school mail.
2. Receives, scans, and delivers incoming special carrier packages to the designated addressee.  
Processes automated mailings utilizing postal software applications and databases including Intellilink software mail equipment.
3. Receives and verifies accuracy of invoices.
4. Safeguards confidential documents and records.
5. Ensures compliance with USPS mail preparation, bulk, pre-sort, bar-coding, and Non Profit standards.
6. Collects, electronically records, tracks, and downloads shipping data
7. Downloads postage to meter following security checkpoints.
8. Maintains equipment and supply inventory using just-in-time delivery approach for large mailings.
10. Performs duties in accordance with high security standards required in a postal facility ensuring security of all equipment/mail.
11. Processes required mail manifest on daily basis

### **Other Duties**

1. Performs any other miscellaneous duties relative to work described herein.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily to completion. The specifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Must be trustworthy, show positive integrity, and exhibit favorable initiative to meet or exceed mission goals.

### **Minimum Qualifications (Knowledge, Skills, And Abilities Required)**

Must possess a high school diploma or equivalent with some related experience required. Direct experience in a mail room setting preferred. Work requires physical effort, including ability to lift and carry packages up to 100 pounds and grip up to 50 pounds. Must possess the skills to sort and distribute large volumes of mail and the ability to operate postal equipment. Attention to detail is paramount in performing all duties. Position requires working knowledge of Microsoft Office Suite and other postal-related software/databases. Must demonstrate an awareness of security as it relates to the Mail Center environment. Must possess the ability to work in a fast paced environment. Must possess excellent communication and interpersonal skills. Must possess valid driver's license.

**Working Conditions and Physical Requirements**

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions. Must have the ability to stand for extended periods of time; possess manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 100 and grip up to 50 pounds; and to bend, stoop, climb stairs, and reach overhead.

**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.

**Supervision Exercised:** None

**Supervision Received:** Mail Center Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Technical Assistant II will be required to follow any other instructions and to perform any other related duties as assigned by the Mail Center Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

---

Employee Name (Print) Signature Date