

Job Description

Title: Mailroom Clerk	Salary Band: A13
CBA Position: KCSS	Band Range: \$30,521-\$39,677
Department: Copy Center/Mail Center	FY14 Budget:
Reporting Manager: Copy Center Manager	Account Number:
Direct Reports: No	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

The Mailroom Clerk is responsible to receive, log and distribute all mail and shipments delivered to the College. This position is also responsible for preparing all outgoing mail and packages for shipment.

Supervisory Responsibilities: No

Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- Valid Illinois Driver's License

Illustrative Examples of Essential Functions:

- Receive, process, and distribute all incoming mail. Deliver outgoing First Class mail to Post Office.
- Process third class bulk mailings and special meeting services.
- Prepare outgoing, and receive and distribute all incoming parcel services.
- Provide guidance to student workers as necessary.
- Assist as needed in the copy center.
- Act responsibly in all facets of the job regarding health and safety procedures based on information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014