

**SUPPORT STAFF POSITIONS**  
**Job Description: District Mail Clerk**  
**Non-Exempt**

**TITLE:** District Mail Clerk

**DEFINITION:** Under general supervision, the employee will perform various tasks involved with delivering interschool and other mail to schools and departments in the district; and cover the lunch break of the Marsh Elementary School secretary.

**QUALIFICATIONS:**

1. High school graduate or equivalent
2. Strong organizational skills
3. Qualified to operate a small district vehicle
4. Skill in working with people
5. Such other qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Superintendent

**DUTIES:**

1. Route incoming mail; weigh and meter outgoing mail; take outgoing mail to the post office.
2. Deliver daily interschool and other mail to schools/departments.
3. Run errands for the administration office (i.e. grocery store, post office, bank, etc.)
4. Refill paper in the copy machine and restock the refrigerator in the administration office.
5. Cover the Marsh Elementary School office during the secretary's lunch break. Duties include, but are not limited to:
  - answering phone
  - filing
  - data entry
  - operating copier, laminator and other office equipment
  - organizing supplies
  - substituting for nurse when appropriate
6. Decorate the administration office door at Christmas time.
7. Perform all other duties as may be assigned by the superintendent of schools.
8. Display initiative in evaluating and increasing the effectiveness of mail delivery in the district.
9. Be courteous in all dealings with students and employees.

10. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines, and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
11. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
12. Employee is held accountable for all duties of the job.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspect that this position classification must perform in carrying out essential job functions:

- Person performing service in this position classification may exert 5 to 50 pounds of force to frequently lift, carry, push, pull, or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate small vehicles and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

**EVALUATION:** Performance of this job is to be evaluated by the Superintendent of schools in accordance with policies of the Board of Education.

#### NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

**Regional Occupational Medical Program**  
**2115 Stuart Street**  
**Alamosa, CO 81101**  
**(719)589-8110**

**Rio Grande Hospital Clinic**  
**1280 Grand Avenue**  
**Del Norte, CO 81132**  
**(719)657-2418**

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

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I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy GDAZ-R approved by Board of Education: 06/26/2008