

## Job Description

**Job Title:** Office Assistant I  
**Position Code:** 4N02, DN02  
**Job Classification:** Non-Exempt

**Supervisor:** Mail Room Manager  
**Pay Grade:** 14  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing routine, entry-level mail/postal related duties to include receiving, collecting, sorting, and delivering incoming and outgoing mail/packages to departments within the central administration building and surrounding facilities.

### Essential Duties

1. Receives, scans as required, accurately sorts, and delivers incoming USPS and internal school mail.
2. Receives, scans, and delivers incoming special carrier packages to the designated addressee.
3. Processes automated mailings utilizing postal software applications and databases including Intellilink software mail equipment.
4. Operate machines that print addresses, collate, fold, and insert material into envelopes for mailing.
5. Safeguards confidential documents and records.
6. Ensures compliance with USPS mail preparation, bulk, pre-sort, bar-coding, and Non Profit standards.
7. Collects, electronically records, tracks, and downloads shipping data Downloads postage to meter following security checkpoints.
8. Maintains equipment and supply inventory using just-in-time delivery approach for large mailings.
9. Performs duties in accordance with high security standards required in a postal facility ensuring security of all equipment/mail.
10. Processes required mail manifest on daily basis.
11. Apply postage to outgoing mail for delivery to the United States Postal Service.
12. Deliver and pick up mail between administrative buildings.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Mail Room Manger or other appropriate administrator.

### 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. 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 a 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 Room Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Office Assistant I will be required to follow any other instructions and to perform any other related duties as assigned by the Mail Room 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:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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