

SENATE MAILROOM CLERK
JOB DESCRIPTION

BASIC FUNCTIONS:

The Senate Mailroom Clerk sorts incoming mail for distribution and dispatches outgoing mail. It is the responsibility of the Senate Mailroom Clerk to ensure that mail is not tampered with and that mail is delivered to the intended recipient in a timely and secure manner.

DUTIES:

- Assist the Mailroom Supervisor in participating in the implementation of goals, objectives, policies, and priorities for the Senate Mail Room
- Open and close the Mailroom according to procedures
- Receive and sort mail to appropriate recipients or departments within the Capitol Building and the LOB
- Weigh packages/mail and attach correct postage
- Maintain Mailroom supplies
- Post shipping labels on packages and complete shipping forms
- Distribute and route code books
- Direct and train Senate District Offices on how to use UPS Campus Shipping
- Assist Mailroom Supervisor with Accounting Reports

POSITION QUALIFICATIONS:

- Must be at least 18 years of age
- Graduation from high school or satisfactory completion of an acceptable General Education Development (GED) Test
- Must possess a valid California Driver License or Identification Card
- Must be a United States citizen or other authorized resident
- Must pass a background check; the conviction of a felony or other relevant circumstances may be grounds for disqualification
- Drug and alcohol screening will be required post job offer
- Repeatedly lift and carry anywhere from 10 to 70 pounds
- Ability to push a mail cart and carry a basket to collect mail
- Adequate joint mobility, dexterity and range of motion
- Available to work rotating shifts and extended hours as necessary
- Understand and follow written and verbal directions and able to work independently
- Possess data entry skills
- Strong organizational skills

ADDITIONAL QUALIFICATIONS & SKILLS:

- High level of integrity, demonstrate reliability and flexibility
- Follow workplace safety protocols
- Customer service oriented

PAY RANGE & FILING DATE:

\$2,552 per month; Applications will be accepted until position is filled

Submit Cover Letter, Resume and Senate Application to:

Debbie Manning, Chief Senate Sergeant at Arms
State Capitol, Room 3030
Sacramento, CA 95814