



JOB DESCRIPTION

Salary Grade: 3 CUPE 1328

Job Title:
Sr. Mail Clerk

PRIMARY FUNCTION

The primary function of this job is to ship and receive items at the Catholic Education Centre. The job is also responsible for ensuring that all incoming and outgoing mail is correctly postaged and routed.

MAIN RESPONSIBILITIES

1. Shipping and receiving of items at the Catholic Education Centre, by:
 - receiving shipments such as paper, furniture, computer equipment, supplies, furniture etc.
 - checking the delivered items and signing packing slip
 - redirecting the shipment to the appropriate TCDSB location in case of error
 - using the 'trolley' or 'dolly' to bring the shipment from the loading dock into the mail room
 - getting the assistance of another individual from the mail room in case of large shipments
 - uncrating furniture or sorting the shipment, if necessary and delivering it to the appropriating department
 - receiving parcels and recording receipt of parcel in log book (date, name of shipping company, purchase order number, **TCDSB** location)
 - contacting purchasing department in cases where no location is listed on parcel and providing them with P.O. number so that parcel's destination can be determined, or telephoning the company that has shipped the item for department's name
 - receiving requests from departments to ship packages by courier

- taping up the package as necessary, completing the standard form, contacting the courier company for pick-up of package
 - delivering packages and letters for courier delivery to the courier office, as necessary
 - arranging for the TCDSB courier truck driver to deliver parcels and letters to locations that are not on the established routes
2. Placing appropriate postage on mail for all items that are to be delivered by Canada Post, by:
 - weighing letters and parcels on automatic digital scale to obtain correct postage amount
 - entering postage amount on postage meter and feeding envelope through meter to get stamped, or placing postage stamp produced by meter on larger envelopes and parcels
 - placing stamped envelopes and parcels in mail bag to be delivered by courier to local post office
 - ensuring that meter has sufficient postage at all times by going to local post office to recharge meter and delivering cheque (\$20,000. plus) as payment for re-charge
 - recording daily postage amount used, pieces of mail processed through meter and the postage balance remaining in meter
 - setting aside mail which requires registration for courier driver to deliver to local post office and keeping receipts returned by driver
 3. Assisting the mail clerks with the sorting of all TCDSB mail, delivery of mail within the CEC and with the preparation of sacks of mail for the TCDSB routes, as required
 4. Assisting the printing department by operating the collator, cerlox machine, three hole punch and industrial paper cutter, as required
 5. Providing training and direction to new and junior staff, as required
 6. Performing other duties as assigned or required

SKILL

Secondary School Diploma, or equivalent
6 – 12 months of related experience

EFFORT

- Complexity of the job is in trying to locate missing or lost mail, and determining destination of letters and parcels with incomplete address. Complexity is having

- knowledge of the entire mailing function, and knowledge and skill to operate a variety of printing equipment. Prioritizing jobs to meet deadlines.
- Job is physical in nature. 90% of time involves - shipping and receiving items; sorting and delivering mail; operating machinery; lifting parcels, sacks etc. up to 40 lbs.

RESPONSIBILITY

- Ensuring that all mail requiring postage is stamped, all inter-office mail is sorted, slotted and ready for delivery the following day, and large deliveries are redirected to warehouse if the dock area is crowded. Overseeing operations of mail room when supervisor is away and providing assistance and advice to other staff when necessary
- Errors that are likely to occur include, mail incorrectly slotted and delivered to wrong location, and incorrect postage being applied to mail. Errors would result in lost time in redirecting mail, important or urgent mail not being received on time and wasted postage.
- Contacts with courier drivers, staff at CEC and school secretaries and principals daily regarding mail delivery and pick-up. Contact with post office daily regarding postage and mail registration. Contact with manufacturer of postage meter monthly for supplies and commercial courier daily for pick-up and delivery

WORKING CONDITIONS

- Daily exposure to noise from a variety of machines. Exposure to vehicle exhaust fumes whenever delivery vehicles are kept idling and door to loading dock is open. Cold temperatures when door to loading dock is kept open in winter.
- Stress may result from mail and parcels arriving at the same time; interruptions from staff at CEC requesting assistance and inquiring about the status of mail.