

**Job Title:** Mail Carrier**Exemption Status/Test:** Nonexempt**Reports to:** Director of Purchasing/Warehousing**Pay Grade/Days:** 4 /209**Dept./School:** Distribution Center**Date Updated:** May 30, 2024

---

**Primary Purpose:**

Responsible for maintaining and distributing inter-district mail and packages. Prepares and posts external mail for the district. Operates an efficient mail delivery process.

**Qualifications:****Education/Certification:**

High School Diploma/GED Equivalent  
Valid Texas Driver's License

**Special Knowledge/Skills:**

Ability to operate copiers, printers, postage machines  
Good verbal communication skills  
Demonstrated ability to work in a team environment  
Good driving record

**Experience:**

At least two years of experience in a customer relation centered field

**Major Responsibilities and Duties:**

1. Communicate clearly, consistently, and in a timely manner.
2. Receives, sorts, posts outgoing mail.
3. Receives, sorts, distributes inter district mail throughout the district.
4. Receives, sorts and delivers any packages, parcels throughout the district.

**Other**

5. Follow all district safety and security protocols.
6. Ensure compliance with state traffic laws.
7. Perform all other duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Postage machines, copier machines, standard office equipment including personal computer and peripherals; operation of district vehicle

**Posture:** Prolonged sitting when driving; bending/stooping, reaching, pushing/pulling, and twisting

**Motion:** Repetitive motions entering and exiting a vehicle. Repetitive motions, sorting, posting and handling, and delivering. hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 20 pounds)

**Environment:** Daily districtwide travel; occasional out-of-district travel

**Mental Demands:** Work with frequent interruptions; driving on streets with traffic and construction; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_