

# Mail Delivery

## Chickasha Public Schools

**Job Title:** Mail Delivery Person  
**Location:** School Sites  
**Immediate Supervisor:** Director of Finance  
**Supervises:** N/A

**Purpose of Position:**

To ensure the efficient running of the school district by delivering inter-district and U.S. mail in a timely and orderly manner.

**Qualifications:**

- High school diploma or GED
- Familiarity with school operating procedures
- Familiarity with U.S. postal procedures
- Valid Oklahoma Vehicle Operator's license
- Physically capable of performing prescribed duties

<b>Physical requirements:</b>	<b>Skills, knowledge and abilities:</b>
<ul style="list-style-type: none"> <li>• Good health and high energy level</li> <li>• Ability to lift objects weighing <b>30 lbs. or more</b></li> <li>• Ability to climb &amp; descend stairs</li> <li>• Extensive kneeling, crawling &amp; bending</li> <li>• Ability to tolerate a stressful environment</li> <li>• Ability to lift objects above shoulder level</li> <li>• Extensive pushing/pulling and twisting</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to read instructions and labels</li> <li>• Ability to comprehend and follow both written and oral instructions</li> <li>• Ability to interact courteously with students and adults</li> <li>• Ability to follow a routine time schedule</li> <li>• Ability to work without close supervision</li> <li>• Must provide own vehicle and district will reimburse for use</li> <li>• Proficient in multitasking</li> </ul>

**Essential Job Functions** (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Supervisor.)

- Comply with School Board Policy
- Pick up U.S. mail at post office between 8:00 a.m. and 9:00 a.m. each work day and return to central office
- Sort mail by school name and put in appropriate site box
- Distribute appropriate mail to employees in the central office
- Deliver all mail to school sites
- Pick up mail at school sites and return to appropriate central office employee or site box

- Assist in delivery of freight and text books
- Maintain a list of school personnel by building in order that mail can be accurately sorted
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- Perform other duties that may be necessary to achieve job purpose, or that may be assigned by the supervisor.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

Date