

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
MAILROOM CLERK**

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. The candidate must have: a high level of integrity; demonstrate reliability and flexibility; be customer service oriented and; follow workplace safety protocols.

DUTIES:

Assist the Mailroom Lead 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 and attach correct postage to mail; 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 Lead with Accounting Reports

EDUCATION AND 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; 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 60 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;

SALARY AND FILING DATE:

Salary range starts at \$2,680 per month. Applications will be accepted until July 31, 2019.

SUBMIT SENATE APPLICATION AND RESUME TO:

Capitol.Security.Supervisors@sen.ca.gov or
Senate Sergeant at Arms Office
State Capitol, Room 3030
Sacramento, CA 95814