

**POSITION DESCRIPTION  
COLCHESTER SCHOOL DISTRICT**

**POSITION:** Central Office Secretary – Mail Courier  
**DEPARTMENT:** Central Office  
**REPORTS TO:** Superintendent  
**CLASSIFICATION:** Non-Exempt (hourly)  
**PURPOSE:** The Central Office Secretary-Mail Courier performs a variety of secretarial and courier duties. The secretarial component of this position consists of routine clerical and reception duties, which contribute to the efficient operation of the Central Office. As a courier, this position is responsible for delivering both interoffice and U.S. Postal mail throughout the school district, Colchester Town Office, and Burnham Library. A school district vehicle is provided for this purpose. This position requires significant attention to detail and the ability to handle highly confidential matters.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

A. Secretarial Duties:

- Serve as primary Central Office receptionist: receive and distribute messages; screen callers; greet visitors; and respond to inquiries
- Maintain the professional environment in the front office
- Coordinate the Central Office conference room (scheduling, cleaning, supplies)
- Be knowledgeable about current job openings within the district
- Process foot traffic and complete basic human resources tasks with visitors
- Open and distribute mail to Central Office staff each day
- Perform routine clerical duties such as word processing, photocopying, and scanning for Central Office staff and district supervisors, as needed
- Maintain an inventory of Central Office supplies and process reorders, as needed
- Update Central Office files, as directed
- Help to keep the basement organized
- Schedule shred truck on an annual basis
- Provide back-up support to the Central Office Administrative Assistant (General and Special Education)

B. Courier Duties:

- Prepare Central Office mail (interoffice and postal) for distribution each morning
- Deliver daily interoffice and postal mail to each school, Central Office, Colchester Town Offices, and Burnham Library
- Collect pre-payment deposit boxes from the schools and deliver to the Director of Nutrition and Food Services (when school is in session)
- Serve as primary resource person for the postal meter in the Central Office; perform routine maintenance and reorder supplies, as needed
- Assist with special errands or deliveries, as needed
- Demonstrate a spirit of teamwork and open communication in completing all tasks
- Commitment to maintaining strict confidentiality regarding school district business
- Exhibit commitment to School District's Vision Plan

Job Knowledge, Skills, and Abilities

- Excellent communication, organizational, and interpersonal skills
- Knowledge of word processing and email programs and a willingness to learn other software programs
- Knowledge of U.S. Postal Service mailing regulations
- Ability to be dependable, punctual, flexible and to take the initiative

**MATERIALS AND EQUIPMENT USED:**

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

Date Revised: 04/09/2013

Board Approved:

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalence Certificate)
- Business education background and/or experience working in an office setting, preferred
- Valid driver's license

**PHYSICAL/MENTAL DEMANDS:**

- Must be able to move files weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc
- Ability to effectively and efficiently operate under stressful situations including managing multiple priorities

**WORKING CONDITIONS:**

Work is performed both inside and outside (outside work is performed in variable weather conditions, including heat, cold, wind, snow, and rain). Inside work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.