

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE: Clerk I

PAY FAMILY: ATU, Local 256

DATE REVISED: 09/97

GRADE: Per CBA

SUPERVISES: None

OVERTIME STATUS: Non-exempt

JOB SUMMARY

Under general supervision, employees in this position perform routine clerical tasks and delivery services.

ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following: Transport incoming mail from post office. Sort mail and place in mail slot. Pick up lost and found items. Transport persons and/or articles in car or van. Deliver Board packets to Board members. Pick up and deliver monthly passes, tickets, tokens, and related items to business establishments. Make bank deposits.

OTHER JOB FUNCTIONS

Provide mail messenger service to all departments. Count and prepare monthly passes, tokens, & ticket collections. Replenish schedule cart. Perform routine clerical duties. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma and six months of delivery services or clerical work experience, involving public contact. Requires possession of a valid California Class C driver=s license and a good driving record, as defined by the District.

and

Ability to:

Communicate verbally with the public and District personnel, in English and in a professional manner.

Understand and follow oral and written instructions.

Read English at a level necessary to process mail and deliver supplies.

Drive a District non revenue vehicle in a safe and courteous manner.

Lift mail, delivery items, supplies, and related items.

Learn customer service techniques.

Learn to use standard office machines and specialized office equipment.

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AGREEMENT DATE

FOR REGIONAL TRANSIT

FOR ATU LOCAL 256