

## **Mailroom Clerk**

### **OFFICE OF INFORMATION TECHNOLOGY SERVICES**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The ITS office offers a myriad of services and solutions to support the diocesan offices, parishes and schools in the diocese, including mailbox services, internet protection and content filtering, database management and management of the Diocesan Network.

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Sort incoming mail delivered by the post office.
- Distribute and pick-up mail from Rezek Center morning and afternoon, or as needed.
- Distribute and pick-up mail throughout the Pastoral Center – morning and afternoon route.
- Post outgoing mail and ensure proper entity is charged.
- Drop off outgoing mail at the post office at the end of the day.
- Receive and track incoming packages delivered by UPS/FedEx/Office Depot/Others.
- Deliver packages received by UPS/FedEx/Office Depot/Others to the appropriate recipient or office.
- Coordinate proper shipping of USPS and non-USPS packages.
- Create and manage Web2Print system user accounts and aid with orders, as necessary.
- Complete copy/print work orders submitted thru the Web2Print system in a timely and accurate manner.
- Replenish reproduction supplies for Mailroom reproduction printers and Pastoral and Rezek Center copiers.
- Address paper jams and ensure copiers are fully functional.
- Order and maintain stock of materials in Mailroom inventory.
- Resolve issues with reproduction machines and scheduled repair techs, as necessary. Log service calls in Track-it! and further follow-up if needed.
- Ensure broadcasted faxes are properly delivered thru the fax machine and correct any errors.
- Organize the packing and delivering of the diocesan newspaper and process in a timely and accurate manner.
- Provide reproduction counts to Mailroom Supervisor for appropriate billing.
- Perform other duties as assigned.

#### **QUALIFICATION GUIDELINES:**

- High School or GED.
- Knowledge of Microsoft Office Suite and Adobe Acrobat.
- Ability to use general office equipment (such as FAX machines, folding machine, cutters, and copiers).
- One-year experience working in a copy and print reproduction center environment.

#### **Physical Requirements:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 50 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: David Acosta

Diocese of San Bernardino

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: [employment@sbdioocese.org](mailto:employment@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**