

**SANTA FE INDEPENDENT SCHOOL DISTRICT**  
**P.O. Box 370 Santa Fe, Tx. 77510-0370**  
**(409) 925 3526**

**MANUAL TRADES VACANCY**

**August 13, 2008**

**Position Title: MAIL / INTEROFFICE**

**Job Grade: 2**

**Daily Rate: \$9.76 - \$14.04**

**# Days: 240 Days**

**QUALIFICATIONS:**

Education / Certification:

1. High school diploma or equivalent
2. Ability to read and write and have communication skills necessary to communicate

Special Knowledge / skills:

1. Thorough knowledge of the hazards and safety precaution of the work
2. Ability to understand and follow oral and written direction
3. Must maintain valid Texas driver's license and insurable driving record
4. Ability to establish and maintain working relationships
5. Ability to maintain accurate record keeping
6. Knowledge of running a basic print shop operations

Experience:

1. One year experience in delivery
2. One year experience in Print Shop operations preferred

**REPORTS TO: Director of Operations**

**JOB GOAL:** Mail pick up from the Post Office and district facilities, mail sorting, delivery of the mail to the correct locations. Other duties including, but not limited to , package sorting and delivery, out of district travel to pick up supplies and Print Shop duties.

**To apply:** Contact [Gary.Causey@sfisd.org](mailto:Gary.Causey@sfisd.org) or 409-925-3526 x257

**Cut Off Date: Until filled.**

8/13/2008

**AN EQUAL OPPORTUNITY EMPLOYER**