

MAIL SERVICES WORKER, SENIOR

DEFINITION

Performs a variety of duties including the processing, pick-up and delivery of mail, and the issuing of supplies and equipment.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Director of Business Services.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Makes daily runs to the Glendale Post Office utilizing a campus vehicle.

Prioritizes the daily workload of the Mail Services Department.

Ensures that payment is made to the postage meter company, so that mail may be metered on-campus before it is taken to the post office.

Programs proper postage codes into metering machine.

Ensures the pick-up and delivery of mail to all campus facilities.

Receives, sorts and delivers U.S. and inter-office mail on campus; receives all insured, registered and certified mail.

Weighs mail and determines form and appropriate postage rate; affixes postage for outgoing first, third, fourth and all types of special class mail; wraps and labels packages as needed.

Provides direction and training for Mail Services Worker(s) and student worker(s) assigned to the Mail Services area.

Serves as a resource person answering all inquiries regarding U.S. postal mailing regulations.

Processes outgoing first-class pre-sort, third-class bulk and carrier route pre-sort bulk mailings according to established guidelines and regulations; performs weight and rate computations as needed.

Prepares and processes appropriate forms and paperwork for insured, express, registered and certified mail as required by postal regulations.

Arranges for hand delivery of large packages that exceed the capacity of regular mailboxes both at the main and Garfield campuses.

Operates and perform minor maintenance on mailing machines, scales and meters.

Monitors District budget for postage charges.

Provides information and assistance to District personnel regarding the procedures and preparation for processing outgoing bulk and regular mail.

EXAMPLES OF DUTIES (continued)

Tracks all lost, damaged or delayed USPS mailings.

Ensures adequate inventory of all applicable USPS forms, receipts, labels, envelopes, boxes and supplies.

Operates automotive vehicle on and off campus.

Plugs in electric cart for charging daily and checks battery water-level periodically.

Fuels mail truck and checks engine oil and water as needed.

Wraps parcels and goods for shipment.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

U.S. Postal regulations, rate tables, and manuals.

Modern office practices, procedures and equipment.

Recordkeeping techniques.

Operation of postal machines.

Operation of mail processing equipment.

Ability to:

Receive, sort and distribute incoming and outgoing mail for a community college district.

Alphabetize and compare names and numbers quickly and accurately.

Learn and apply regulations related to processing various types of U.S. mail.

Maintain routine records.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Operate an automotive vehicle, observing legal and defensive driving practices.

Operate, adjust and maintain mail processing machines and equipment.

QUALIFICATIONS (continued)

Ability to obtain a valid California driver license and maintain a good driving record.

Demonstrated ability to operate a small right-hand driver delivery vehicle.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination equivalent to tenth grade education and two years of general office experience.

PHYSICAL REQUIREMENTS

Lift heavy packages and mailbags (up to 50 lbs.)