

MAIL SERVICES WORKER

DEFINITION

Performs a variety of duties relating to 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 Facilities and may also be received from the direction from Director of Business Services.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Picks-up and delivers mail to all campus facilities.

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

Weighs mail and determines appropriate postage rate; affix postage for outgoing first, third, fourth and all types of special class mail; wrap and label packages as needed.

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

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

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

Monitors District budget for postage charges.

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

Operates automotive vehicle on and off-campus.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Wraps parcels and goods for shipment.

May assist in delivery of supplies and equipment.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Postal regulations.

QUALIFICATIONS (continued)

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.

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 one year of general office experience.

PHYSICAL REQUIREMENTS:

Ability to lift heavy packages and mail bags (up to 50 lbs).