



## Job Description

**JOB TITLE:** MAIL SERVICES TECHNICIAN

**PAY GRADE:** CL 17

**LAST REVISED:** 06/2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision of the Manager, Accounting, coordinates the postal operation of the District mail room; provides support to faculty and staff as necessary; and performs related duties as required.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Receives, sorts and distributes incoming letters, packages, interoffice and intra-campus communications, supplies, equipment and other materials to appropriate District sites and staff members; signs and records receipts for merchandise received from various vendors; inspects incoming packages for security and/or damage and takes appropriate action.
2. Operates and maintains mail processing equipment and various mail scales; calculates postage for outgoing mail; maintains current knowledge of United States Postal Service (USPS) mail regulations.
3. Prepares special service and various commercial mail and parcel delivery services using appropriate forms; prepares bulk mail for acceptance by the USPS; prepares pre-sorted mail for pickup by various commercial mail and parcel delivery services.
4. Develops and maintains written procedures for District mail room administration; provides orientation and training to District staff members regarding various mailing and mail management processes.
5. Develops and prepares various forms for processing mail; maintains files of proof of receipt forms completed for certified, insured and overnight mail and various USPS forms.
6. Serves as liaison between the District and external governmental and non-governmental agencies and organizations related to District mail room operations; attends USPS training classes; provides recommendations and/or strategies to manager regarding maximizing cost-effectiveness of District mail room services.
7. Develops, maintains and monitors budget for District mail room services; monitors postage accounts.
8. Operates a personal computer and peripheral equipment for word processing, spreadsheet and database management; utilizes spreadsheet packages/applications to develop and maintain various computerized records of District mail room operations and processes.
9. Assists adjunct faculty members regarding various District processes and use of facilities and equipment; collects and distributes student assignments to instructor boxes; updates mailing database.
10. Maintains accurate listings of residences and businesses within District boundaries; generates postage account reports for postage charge-backs to various District programs and/or organizational units.



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11. Maintains District mail room supplies, materials and equipment.
12. May train and provide work direction to assigned student workers and temporary help as assigned.
13. Performs related duties as required.

**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Standard mail room operations and procedures.  
USPS rules and regulations.  
Mathematical principles.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Principles and procedures of record keeping and filing.  
Computerized mail processing equipment operation.  
English usage, spelling, grammar, and punctuation.  
Occupational hazards and standard safety practices.

**Ability to:**

Coordinate the postal operations of the District mail room.  
Apply USPS postal regulations.  
Receive, sort and distribute mail with speed and accuracy.  
Operate office and mail processing equipment including computers and supporting word processing, spreadsheet, and database applications.  
Maintain accurate records and file.  
Perform arithmetic calculation of average to above average difficulty.  
Provide support to faculty and staff.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Ensure adherence to safe work practices and procedures.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of increasingly responsible mail processing experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, Hazardous Materials Awareness Training Card.



## Job Description

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; exposure to noise from mail room equipment.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or walk for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office and mail processing equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*Johnson & Associates*  
Revised: June, 2007