

**General Summary of Classification:**

Picks up, opens, sorts, prepares mail and packages for distribution, loads and unloads mail and packages, and delivers mail, packages and other materials to/from the U.S. Post Office, UPS and other delivery services, County buildings, departments and offices, and other local businesses and organizations as assigned; typically assigned to the County's centralized mail, copy and print center (Support Services Center), may be assigned to a specific department to support the department's unique operational needs in managing the distribution of mail and other materials; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Maintains a regular schedule of deliveries for an assigned route, handles special deliveries and pick-ups as assigned;
- Prepares the mail from all County agencies and departments for electronic postage metering, operates the postage machine, pulls accounting tape from postage meter daily, posts and reconciles charges for each account, and prepares monthly postage charges for IDT billing;
- Opens, sorts, counts and repackages materials and supplies for delivery;
- Separates and prepares bulk mailings to ensure the lowest possible rates;
- Prepares special mailings and bulk mailings, includes operating inserters, sorters and other equipment as needed;
- Assists with the preparation of large volumes of print, copy material and storage records to County Departments as assigned;
- Assists with other Support Services Center operations as assigned, may include but not be limited to answering phones, filing, filling out forms, taking orders, making copies, keeping records, etc.;
- Ensures all materials delivered by USPS Certified Mail are recorded according to internal and certified mail procedures;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of USPS mail handling regulations and County policies related to mail and packages; sound understanding of traffic laws and the safe operation of a vehicle; sound knowledge and understanding of proper techniques and equipment used to perform the physical activities inherent to assigned job duties (lifting, carrying, loading, unloading, etc.); sound math skills; ability to safely operate various types of sorting equipment, postage meters, inserters, copiers, printers and other equipment used in the performance of assigned job duties; ability to accurately create and maintain files and records alphabetically, numerically and/or chronologically.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, various wireless technologies and peripherals, mail sorting equipment, postage metering machines, copying and print equipment to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with staff in County departments and the Support Services Center; excellent collaborative skills with an ability work independently and as part of a team; answers questions from County employees regarding USPS mail and package service policies.
- **Decision-making and Authority:** Adheres to all established County and department policies; accurately determines the most efficient and cost-effective handling and distribution of mass mailings handled by the centralized mail, copy and print center.
- **Leadership:** Non-supervisory. Serves as the day-to-day point of contact for questions, pick-up/delivery of mail and packages.
- **Environment:** Works primarily in an indoor setting (e.g. buildings and assigned vehicle); works in a wide array of indoor and outdoor locations and weather conditions; duties include working in a noisy environment, operating job-related equipment, and using hearing protection, equipment-related safety devices, and personal protection equipment (PPE).
- **Physical:** Visual and hearing acuity sufficient to safely operate County vehicles in all types of weather conditions, and to sort, prepare, load/unload, and deliver mail, packages and other materials correctly. Physical ability sufficient to safely reach, lift, move and carry heavy loads, walk long distances in an assigned delivery route inclusive of indoor and outdoor areas, safely and accurately operate related machines and equipment, and to perform assigned duties safely in a wide array of duty-related locations and weather conditions as needed.

Minimum Education and Experience:

Education: Completion of high school or GED preferred;

Experience: Previous relevant experience preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification. Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.