



Mail Services Assistant

Summary

Collect, sort, and deliver interdepartmental mail and process outgoing U.S. Mail, UPS, and other special shipments; drive a motor vehicle to collect and deliver mail and council packets; operate a variety of offset and duplicating machines and equipment, related tools, and supplies in the reproduction and duplication of various printed or typewritten materials.

Class Characteristics

General supervision is provided by the Commercial Services Manager; responsibilities may include the indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Pick up mail from U.S. Post Office; sort mail by City department and facility location distribute U.S. and intra-City mail to appropriate departments and facilities.

Prepare outgoing mail; operate a postage meter and prepare items for shipping and mailing.

Maintain postage records and make reports on usage and expense.

Assist and respond to employees with inquiries regarding mail services.

Set up and operate a photocopier to reproduce forms, special publications, and related material for all City departments.

Operate a variety of reproduction equipment including a collator, stapler, folder, drill press, cutter, and binder.

Confer with City staff on reproduction activities concerning specifications and special requirements.

Pick up and deliver print shop supplies as needed and deliver paper stock to departments.

Use City vehicle to deliver packets and mail to council, commissions, and committee members.

Assist, as required, with receipt, storage, issuance, and inventory of materials, supplies, and equipment.

Perform related duties as assigned.

Skills/Abilities:

Use and maintain manual and automated postage scales and postage meter machines.

Perform tasks requiring physical strength and agility.

Operate standard office equipment including computer.

Enter and retrieve data from a computer terminal.

Perform routine clerical, material handling, and record keeping.

Pay attention to detail, and understand and carry out oral and written directions.

Perform routine mathematical operations; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Read and write English.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to sit. The employee must frequently lift and/or move weight up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is regularly exposed to outdoors weather conditions and regularly works in inside environmental conditions. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Operation of postage meter machine, classes of mail, and postal regulations.

Operation of a variety of reproduction equipment including a collator, stapler, folder, drill press, cutter, and binder; safe and efficient work practices related to the job.

Office practices and procedures including filing and the operation of standard office equipment.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

One year of experience in operating equipment for reproduction and duplication of various printed or typewritten materials.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

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