

MAIL SERVICES OPERATOR I

NATURE AND VARIETY OF WORK

This is a responsible entry-level routine work in the daily performance of general mail, courier and mailroom activities, which includes the sorting and posting of mail, the operation and maintenance of mail processing equipment, and picking up and delivering mail on a scheduled and predetermined basis. Work performance is evaluated by the supervisor based upon the achievement of a timely courier and mail pick up and delivery system. Upon the satisfactory completion of a probationary period, entry level employees will be promoted to the II full performance level.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Delivers and picks up mail on a daily basis to and from the United States Post Office.

Assists in sorting postal and inter-office mail by department/agency.

Operates and maintains County vehicles and mail processing equipment (e.g., postage scale, postage machine/meter, mailing machine in accordance with established policies and procedures.

Makes courier runs throughout County government locations in order to deliver, sort and pick up mail.

Assists in maintaining appropriate log of metered postage by department/agency.

Operates computerized equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to read, write legibly, and make simple arithmetic computations.

Ability to meet mail/courier schedules and deadlines.

Ability to understand and follow oral and written instructions.

Ability to operate computerized mail processing equipment.

Ability to operate and maintain a motor vehicle.

Ability to handle, lift and transport heavy mail bags, parcels, and other items.

Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent; or an equivalent combination of experience and training.

CONDITIONS OF EMPLOYMENT

A valid driver's license is required upon appointment.

Good physical condition.

CREATED: 9/85

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