

MAIL SERVICES OPERATOR II

NATURE AND VARIETY OF WORK

This is responsible full performance 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. Incumbents perform the full range of duties and responsibilities characteristic of the II level. Work assignments are performed under general supervision in accordance with established sectional/divisional policies and procedures. Work performance is evaluated by the supervisor based upon the achievement of a timely mail and courier pick up and delivery system.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of duties and responsibilities associated with this class.

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

Sorts 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.

Maintains appropriate log of metered postage by department/agency.

Operates computerized mail processing 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

Knowledge of rules, regulations and procedures governing the mail/courier functions.

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

Ability to operate computerized mail processing equipment.

Ability to understand and follow oral and written instructions.

Ability to operate and maintain a motor vehicle.

Ability to rapidly and accurately sort mail.

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

Ability to meet mail/courier schedules and deadlines.

Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with six (6) months mail services experience or equivalent combination of experience and training.

CONDITIONS OF EMPLOYMENT

A valid driver's license is required upon selection.

Good physical condition.

CREATED: 5/87

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