

MAIL SERVICES OPERATOR III

NATURE AND VARIETY OF WORK

This is advanced senior and lead 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 assist the Mail Services Supervisor in the general administration of the section and provide guidance and assistance to subordinate level positions. Employees in this class may assume the duties and responsibilities of the supervisor in their absence. 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)

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.

Assists in training and orienting new employees to those activities normally associated with the processing and delivery of mail.

Assists supervisor in compiling appropriate statistics and records for use in various reports.

Assumes the duties and responsibilities of the supervisor in their absence.

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

Thorough knowledge of rules, regulations and procedures governing the mail/courier function.

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

Ability to establish and maintain effective working relationships.

Ability to meet mail/courier schedules and deadlines.

Ability to lead subordinate level positions.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with one (1) year of mail services experience or an 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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