Postal Services Assistant

BASIC FUNCTION:

Under the direction of an assigned supervisor, receive, sort and distribute incoming and outgoing mail; perform various clerical duties as necessary.

REPRESENTATIVE DUTIES:

1. Receive, sort and distribute incoming mail; sign for certified and registered mail as needed; receive and distribute large packages; maintain mailboxes for full- and part-time faculty.

2. Batch, sort and stamp outgoing mail; assure outgoing mail is charged to the correct account; maintain balances in postage accounts including metered, bulk and postage by phone; replenish accounts as needed.

3. Distribute newspapers, journals, magazines or other materials to appropriate faculty; receive and distribute faxes to staff, faculty and managers; answer telephones as needed.

4. Order supplies as necessary; monitor and maintain office equipment; request service for office equipment as needed.

5. Operate a variety of office equipment including a postage meter, postage scale, copier, fax machine and others as assigned.

6. Maintain various records including mail charge backs, bulk mailing, postage by phone and others.

7. Remain current with changes in postal regulations and charges.

8. Assist with the distribution of paychecks; collect money from staff and faculty for personal postage and faxes.

9. Provide work direction to student employees as needed; interview and screen student employees.

10. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Postal rules, regulations, charges and services.

2. Modern office practices, procedures and equipment.

3. Record-keeping techniques.

4. Oral and written communication skills.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Receive, sort and distribute incoming and outgoing mail.

3. Perform various clerical duties as necessary.

4. Work cooperatively with others.

5. Maintain routine records.

6. Operate and maintain general office and postal equipment.

7. Meet schedules and time lines.

8. Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: One year of mailroom experience.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

2. Constant interruptions.

PHYSICAL ABILITIES:

1. Dexterity of hands and fingers to operate general office and postal equipment.

2. Standing for extended periods of time.

3. Seeing to read various materials.

4. Reaching overhead, above the shoulders and horizontally.

5. Bending at the waist, kneeling or crouching.

6. Lifting and carrying moderately heavy objects.

7. Pushing or pulling carts.

DATE APPROVED: MARCH 1, 1999
RANGE: N-35
EEO-CATEGORY: H-40