MAIL SERVICES ASSISTANT

DEFINITION

Under general supervision, processes, provides for pick up and delivery of College and United States mail, supplies and materials to College facilities; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Mail Services Assistant is a working level class, fully competent to perform the full range of mail processing and mail sorting duties. Positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

EXAMPLES OF DUTIES (Illustrative Only)

- Sorts mail, flats, packages and other materials according to various categories
- Prepares mail, packages, flats and other materials for delivery
- Operates mail processing machines such as postage metering machines
- May deliver mail or materials to various on-campus locations
- Reports the need for service or repair of equipment
- Maintains basic logs and records of work performed and supplies delivered
- Updates names on faculty and division mail boxes
- Maintains records of on-campus mailing costs
- May have official custody of cash, legal documents and other critical items
- Maintains working and storage areas in a clean and orderly manner
- Directs the work of a part-time assistant and instructs he/she in work procedures
- Accounts for postage and bills departments back according to established practices and procedures
- Prepares and makes large scale bulk mailings
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Postal regulations, mailing restrictions, rates and postal transactions
- Operation and minor maintenance of mail processing equipment
- Safety rules and precautions related to the work
- Office practices and procedures, including filing and the operation of standard office equipment
- Business mathematics
QUALIFICATIONS (continued)

Skill and ability to:

- Meet schedules and timelines
- Read and memorize names and numbers rapidly
- Organize and coordinate work to adhere to pick-up and delivery schedules
- Sorting and categorizing mail, packages and other materials according to various categories
- Operating, adjusting and maintaining postage and mail processing machines
- Maintaining accurate records of work performed
- Understanding and following oral and written instruction
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Safely drive college vehicles to pick up and deliver mail, supplies, and materials as required

Other Requirements:

- Must regularly lift boxes of supplies and mail bags weighing up to forty pounds and stand and walk for five to six hours per day
- Must possess at time of hire, and maintain a valid California Class C driver’s license and a safe driving record

Education and Experience

A typical way of gaining the knowledge and skills outlined above is:

    Equivalent to graduation from high school and one year of experience in sorting, routing and processing mail.

January 8, 2001