

Code: 1119

Title: MAIL SERVICES WORKER

SUMMARY: Collects, processes and distributes County mail and inter-departmental correspondence for the County complex and outlying facilities. This classification is distinguished from Mail Services Worker-Lead, which has lead responsibilities for the activities of County-wide mail services.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Picks up, sorts and distributes mail and inter-departmental communications for all County departments;
Uses postal scales and affixes correct postage;
Sorts, classifies, marks and bundles mail to conform with postal regulations;
Operates mail metering machines, hand trucks and pushcarts;
Lifts and moves heavy mail bags and packages;
Keeps daily records of mail costs and postage meter transactions;
Provides information regarding postal rates and general procedures to other departments;
May collect mail from the Post Office;
Performs general maintenance of postal machinery.

KNOWLEDGE & SKILLS:

Knowledge of:

- basic written English and arithmetic;
- alphabetical and numerical filing procedures.

Skill in:

- reading basic English and performing mathematical computations;
- following written and oral instructions;
- performing alphabetical and numerical filing;
- memorizing names and numbers;
- performing manual tasks.

MINIMUM QUALIFICATIONS:

Any combination of training and experience that demonstrates the above knowledge and skills.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona Drivers License with appropriate endorsement(s), as defined by the Appointing Authority.

Special Requirements: Ability to move and lift heavy materials.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.