

Code: 1120

Title: MAIL SERVICES WORKER - LEAD

SUMMARY: Leads and participates in the processing and distribution of County mail and inter-departmental correspondence. This classification has lead responsibilities for the collection and distribution of mail for the County complex and outlying facilities. These higher level responsibilities distinguish it from Mail Services Worker.

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

Leads and participates in daily processing of County mail;
Assists in logging and filing of special handling mail records;
Compiles daily and weekly reports of mail costs and postage meter transactions;
Provides information regarding postal rates and special procedures to other departments;
Lifts and moves heavy mail bags and packages;
Monitors unit inventory and orders supplies as needed;
Participates in preparing and monitoring unit budget;
Collects mail from the Post Office;
Performs general maintenance of postal machinery;
Acts as unit supervisor as assigned.

KNOWLEDGE & SKILLS:

Knowledge of:

- basic written English and arithmetic;
- U. S. Postal rates, regulations and procedures;
- an organizational mail services system;
- record-keeping and inventory procedures;
- the use and care of mailing equipment;
- the principles and practices of supervision.

Skill in:

- following written and oral instructions;
- providing information regarding postal rates, regulations and procedures;
- record-keeping and inventory control;
- communicating effectively, both orally and in writing.
- providing written and oral instructions.

MINIMUM QUALIFICATIONS:

EITHER:

(1) 2 years of general experience as a mail services worker.

OR:

(2) 1 year of experience with Pima County as a Mail Services Worker.

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.

Pima County

03/17/96

Updated 11/29/06(lg)