

POSITION DESCRIPTION

Mailroom/Reprographics Technician

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Department/Site Administrative Services

FLSA Non-Exempt

Evaluated by Reprographics/Mail Services Supervisor

Salary Range 30

Summary

Organizes, oversees, and participates in the mailroom and reprographic operations of the District. Establishes schedules, delivery and pickup routines, and procedures for allocating postage and other costs to departments.

Essential Duties and Responsibilities

- Coordinates and performs mailroom activities including the delivery, sorting, routing and distribution of mail to departments, staff and faculty. Assigns and maintains mail boxes and established delivery and collection routes.
- Assists internal customers with interpretation of U.S. Postal Service regulations. Ensures compliance with regulations pertaining to the receipt and delivery of First Class, Standard A and Standard B parcels, and accountable U.S. mail.
- Maintains, monitors, and allocates cost associated with postage meter machines and other services to user departments. Monitors and implements changes in postal regulations, fees and standards.
- Assures timely and appropriate distribution of a variety of confidential and private materials through mail, overnight delivery services, and inter-office routing.
- Organizes and prepares special mailings including express mail and registered mail. Coordinates and oversees bulk mailings. Estimates funds needed for projects. Consults with other departments about bulk mail procedures, organization, and prices.
- Researches and evaluates mail sorting and delivery activity and recommends changes to enhance and optimize delivery in response to growth, relocation of departments, and general delivery needs. Researches and recommends outside mail sorting services, evaluating cost and benefit to the College.
- Allocates postal expenditures to departments based on use and special projects. Prepares miscellaneous reports of mailroom and telephone center activity.
- Maintains adequate levels of levels of mailroom materials, supplies, and equipment to assure continuous operations.
- Responds to inquiries and researches and resolves problems related to transactions handled by the unit; serves as liaison with other constituencies in the resolution of day-to-day administrative and operational issues.
- Assists in preparing the annual budget for projected supplies and mail service needs. Analyzes postage trends to determine funding requirements.
- Operates high-speed or other copy machines, sets machines for desired function and other paper settings, resolves paper jams, may bind, stitch, fold, cut, punch, staple using binding equipment or other peripheral printing equipment.
- Receives reviews and converts incoming job orders from the district web submission system and transfers file formats suitable for printing. Discusses minor changes with customers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires a working knowledge of postal rates, regulations, and procedures, mailroom procedures and organization, mail distribution methods, and equipment.
- Requires a working knowledge of personal computers including common software packages/applications for word processing, spreadsheets, and administrative data entry.
- Requires a working knowledge of modem office practices and procedures.
- Requires a working knowledge of financial record keeping practices and techniques.
- Requires math skills to record numerical sequences, sums, averages, and percentages.
- Requires proper English language usage to prepare routine correspondence, reports, and work instructions.

Abilities

- Requires the ability to carry out the essential functions of the position.
- Requires the ability to sort and distribute mail on a timely basis.
- Requires the ability to operate mailroom equipment.
- Requires the ability to direct the work of others.
- Requires the ability to work independently and collaboratively, work under pressure to meet deadlines and time tables, maintain positive working relationships with internal and external customers.
- Requires the ability to complete accurate reports and records.
- Requires the ability to work varying shifts.

Physical Abilities

- Requires the ability to function predominately indoors performing work of a moderately active nature.
- Requires sufficient ambulatory ability to stand, lift, and place medium weight items (under 40 pounds) onto shelves on a sustained basis.
- Requires sufficient hand-eye coordination to use a computer keyboard at an acceptable rate. Requires sufficient visual acuity to recognize people, numbers, and words.

Education and Experience

- A high school diploma, or the equivalent, and three years of mailroom or reprographics printing experience.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed predominately indoors where some safety considerations exist from lifting and relocating medium weight materials.