



UNION JOB DESCRIPTION

TITLE: Mail Specialist

DEFINITION:

Assists and performs various departmental functions including (but not limited to): sorting and delivery of internal and external mail, delivery of internal supplies, preparation of special mailings, maintaining department warehouse, operation of technology, preparation of departmental reports, and coordinating purchase of departmental items

DISTINGUISHING CHARACTERISTICS:

Three (3) levels exist within this position with progression steps in each level based on time requirements and with more responsibility assigned as experience is gained. Progressions between levels are not automatic but contingent upon satisfactory job evaluation.

BASIC RESPONSIBILITIES - Level I:

1. Sorts and delivers inter-office mail.
2. Fills and delivers supply requests.
3. Picks up from and delivers mail to the U.S. Post Office.
4. Applies postage to and processes mail.
5. Answers phones and assists employees, vendors, etc.
6. Accesses vendor websites such as UPS and FedEx to prepare trackable deliveries such as overnight and ground letters/packages.
7. Answer warehouse door and assist drivers with deliveries.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS - Level I:

Knowledge of:

- Customer relations, including communication techniques and skills.

Ability to:

- Sort and deliver mail.
- Operate postage machine.
- Lift and move up to 55 lbs. on a daily basis. (Demonstrated)
- Keyboarding skill at 30 words per minute. (Demonstrated)
- Be flexible for cross-training and reassignment as required to meet department needs.
- Be flexible to work shift hours as required to meet department needs.
- Interact and communicate effectively with co-workers, vendors and outside agencies as necessary to complete assignments. (Demonstrated)

Education/Experience:

- High School diploma or equivalent.
- Minimum of six (6) months office/clerical experience or related education.

MINIMUM QUALIFICATIONS - Level I: (continued)

License or Certification:

- Valid Washington State Driver's License.
- Successful completion of keyboarding test at 30 words per minute.
- Successful demonstration of ability to lift and move 55 lbs.
- Successful completion of interview process.

PREFERRED QUALIFICATIONS – Level I:

- Six (6) months mail center experience
- Basic word processing/PC experience.

BASIC RESPONSIBILITIES - Level II:

1. Performs all the basic responsibilities of Level I.
2. Provides relief for other mail center staff as needed.
3. Calls in machine repairs for copiers.
4. Opens and closes postage accounting system for the department on a daily basis.
5. Helps prepare special mailings (standard, presort, etc.) for delivery to the U.S. Post Office.
6. Orders, stocks and maintains inventory supply for the department warehouse.
7. Receives and retains responsibility for incoming and outgoing office supplies under 55 lbs.
8. Uses forklift for various deliveries to mailroom or other Electric Building departments as needed.
9. Delivers oversized items to various locations; receives specialized equipment, parts, etc. delivered to Everett Annex warehouse.
10. Maintains Outlet Store inventories, works with Corporate Communications for determining recording of outlet store supplies; maintains appropriate paper and electronic records.
11. Receives address update information from U.S. post office website, reviews and enters address updates.
12. Notify departments of supplies received in warehouse and deliver if requested.
13. Assists department print shop with bindery and copier projects.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS - Level II:

Minimum qualifications are in addition to those listed for Level I.

Knowledge of:

- Warehouse inventory and supply control.
- Perform basic word processing/PC functions.
- Perform a variety of assignments/tasks simultaneously.

Ability to:

- Operate the following bindery equipment for the print shop: paper drill, coil binder punch, coil inserter, coil crimper, laminator, manual scoring machine, stitcher, and collator.
- Operate copy machines for print shop
- Operate forklift for delivery of various items.
- Help prepare all standard mailings for delivery to U.S. Post Office.

MINIMUM QUALIFICATIONS - Level II: (continued)

Education/Experience:

- Minimum of one (1) year office/clerical experience or related education.

License or Certification:

- Successful completion of forklift training.

PREFERRED QUALIFICATIONS – Level II:

- One (1) year of mail room experience.
- Successful completion of related technology training.

BASIC RESPONSIBILITIES - Level III:

1. Performs all the basic responsibilities of Level I and II.
2. Responsible for maintaining receiving reports of incoming warehouse deliveries.
3. Prepares special purchase order requests for the department.
4. Sets up and operates all mail center equipment.
5. Prepares standard mailings using mailing software and addressing machine for delivery to U.S. Post Office.
6. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS - Level III:

Minimum qualifications are in addition to those listed for Level I and II.

Knowledge of:

- Preparation of standard mailings for delivery to U.S. Post Office.

Ability to:

- Perform advanced word processing/PC functions.
- Operate PC for the input of information for the preparation of departmental reports.
- Perform all functions in the mail center.

Education/Experience:

- Minimum of two (2) years office/clerical experience or related education (includes one year required for level II).

License or Certification:

- None

PREFERRED QUALIFICATIONS:

- Two (2) years' experience in performing a variety of assignments/tasks simultaneously.
- Advanced software skills.
- Ability to operate print shop cutting and folding machines.

WORKING CONDITIONS:

- Work is performed primarily in an office environment.
- Driving is required to other locations in all types of weather conditions.
- May be exposed to loud noises caused by machines.
- On a daily basis must be able to: lift, carry and move up to 55 lbs.; load and unload items out of District vehicles; push and pull a heavy mail cart.