

**Job Description**

Job Title: **Facility Mailroom Specialist**  
 Job Family: **Printing Services**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **August 2013**

Job Code: **1338**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 18**  
 Typical Work Year: **12 months**

**SUMMARY:** Receive and distribute U.S. mail, intra-district mail and other materials requiring distribution. Provide guidance to schools and administrative departments on the U.S. Postal Services technical requirements and specifications for preparing non-profit bulk mail for printing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Process U.S. Mail by operating postage metering machine according to postal rules, regulations, and procedures in order to receive all available discounts. Assist in preparation of bulk mailing.	D	20%
2. Process postal billing using specialized equipment and software. Tabulate billing information from the United States Post Office, Fed Ex, and Pitney Bowes for distribution of billing.	D	20%
3. Requisition postage metering machine money to postage machine authority and download the postage money balance in to the postage machine. Provide guidance and direction to schools and departments on U. S. Postal regulations that affect the district’s first class, non-profit, and other special mail categories. Use district financial system to bill back postage for schools and various departments.	D	15%
4. Operate various types of mail folder/inserters equipment to process large volumes of mail such as payroll statements for entire district, report cards and various other jobs. Process label files provided for mail using specialized departmental software for the US Postal Services. Provide guidance and recommendations per departmental manager for selected vendors who may provide mail handling services as needed. Use district financial system and specialized spreadsheets as needed to review invoices from these vendors for payment.	D	15%
5. Sort and distribute U.S. and intra-district mail delivered by district “pony,” to and from the ESC building. Process and provide accountability for special classes of mail such as certified and overnight letters as well as provide accountability for special classes of mail such as FedEx and UPS. This may include using specialized departmental or vendor software and spreadsheets.	D	20%
6. Train special needs students to do mail runs (Transition program). Order office supplies and stamps as needed for department and maintain an accurate and timely inventory of those items.	D	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 4 years’ experience in a mailroom or similar setting requiring knowledge of postal regulations.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer, physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Problem solving skills
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of folder/inserter and mail machine required for entering position.
- Operating knowledge of labeler/tabber and computerized sign machine preferred at hire; required within one month after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
Reports to:	Printing Services Manager	5038

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	