



MAIL SERVICES ASSISTANT

0405

GENERAL DESCRIPTION OF CLASS

The MAIL SERVICES ASSISTANT processes incoming and outgoing mail and packages and explains mailing procedures and regulations to other agency employees.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Mail Processing

Receives, opens, date-stamps, and sorts incoming letters, periodicals and packages delivered by U.S. Postal Service, State shuttle service, and freight carriers. Delivers mail using push cart or hand truck to agency departments.

Sorts outgoing mail by class. Seals envelopes. Weighs mail and affixes proper postage using metering machine. Refills postage meters. Weighs, logs in manifest book and labels packages for delivery by freight carriers. Packs outgoing mail in trays or sacks. May pick up outgoing mail and packages for U.S. Postal Service, State shuttle service, and freight carriers from agency departments using push cart or hand truck.

Runs folding and inserting equipment. Clears jams and cleans equipment. Adds ink, water, and tape to machine as needed. May set up and run labeling machines. May use shrink wrapping and tying machine to seal packages.

Maintains production records and postage accounts. Records postage due amounts and first, second and bulk class mail rate charges. Logs incoming and outgoing certified, registered, or insured letters. Completes forms and permits for international mail.

2. Miscellaneous

Answers questions on mailing procedures and postal regulations from agency staff and clients. May pick up and deliver work from departments for agency copy center or word processing center. May operate photocopier. May help move furniture.

RELATIONSHIPS WITH OTHERS

The Mail Services Assistant has daily in-person and telephone contact with agency employees as they pickup and deliver mail or answer questions about mailing procedures and postal regulations. The employee has daily in person contact with U.S. Postal Service employees and freight service employees to exchange information during mail and package delivery and pick up. The employee has occasional in

person and telephone contact with repair service representatives to arrange for repair of metering and inserting, copying, or related equipment.

SUPERVISION RECEIVED

While learning rules and regulations, the Mail Services Assistant receives close supervision from an administrative superior. The supervisor assigns work tasks verbally and in writing and reviews work for accuracy and timeliness. The employee also responds to verbal and written requests from agency personnel. As proficiency increases, supervision becomes general.

U.S. Postal Service regulations, State mailing procedures, freight carriers' procedures, agency Administrative Rules, procedures and time schedules govern the processing and security of incoming and outgoing mail.

GENERAL INFORMATION

Positions are often in a noisy environment. The work requires standing for long periods of time and regularly lifting and moving mail sacks, trays, boxes, and cartons weighing 25 to 50 lbs. (occasionally to 70 lbs.).

KNOWLEDGE AND SKILLS (KS)

Knowledge:

Basic knowledge of spoken and written English sufficient for office communications.
Basic knowledge of the alphabet and proper number sequencing.

Skills:

Skill complying with time schedules and deadlines.
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NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

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STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division