

JOB DESCRIPTION



Position Title: Mailroom Technician

Department: Administration

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus
Sierra Vista Campus

FLSA Classification: Non-exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE01

Position Summary: The Mailroom Technician is responsible for receiving, inspecting and distributing incoming packages and mail and for processing outgoing packages and mail, maintaining electronic records in procurement system, and providing maintenance of department equipment to ensure responsive service.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Receives and distributes incoming packages and mail, compares incoming shipments with identifying information against packing lists, purchase orders or other records; assists with unloading delivery vehicles when needed; examines incoming shipments for damage or shortages; completes paperwork or forms for documentation to include data entry of packing slip information into receiving software

Prepare all outgoing shipments and completes paperwork for correcting billing to be billed back to departments

Operates equipment such as forklifts, pallet jacks, hand trucks or dollies to move stock or reorganize store

Operates mailroom equipment in a safe and efficient manner; Adheres to applicable college policies, building, equipment, electrical and fire safety codes, including OSHA/ADOSH requirements; ensures personal workspace is kept clean and organized; surveys work area to avoid unseen potential hazards

Sorts and distributes faculty, staff and departmental mail; processes first class, standard, certified, registered, international, and parcel mail/packages; maintains petty cash drawer for purchasing and selling stamps; maintains records of expenditures for postage, bulk mail permit, postage due account and business reply mail; performs all functions related to presorting bulk mailings to include postal reports, labeling trays and delivering mail to post office

Assists with property control by placing property tags on capital assets and processes required appropriate paperwork documenting receipt into inventory

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

High School Diploma or equivalent, Associate's degree preferred

Two years' related experience

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of computerized receiving system

Knowledge of clerical/office support practices and procedures

Knowledge of safety practices and principles

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Skill of recordkeeping/filing systems

Skill operating materials handling equipment and mailroom equipment

Skill operating warehouse equipment such as electric pallet jack and forklift

Skill in basic math including measuring with a ruler, fractions, and making change

Ability to lift heavy packages and objects

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Work Environment: Work is primarily performed under general supervision and may require working in a variety of climatic conditions.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Facilities Office Supervisor

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.