

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE	Mail Services Worker
DEPARTMENT	Finance
UNION:	1937
SG:	4
CS:	Y
FLSA:	Y
EE04CODE:	SM

JOB SUMMARY:

Provides mail services and centralized distribution for incoming and out-bound mail as dictated by the United States Postal Service (USPS) and United Parcel Service (UPS). Completes tasks associated with mail distribution such as customer inquiries, shipping, receiving, filing, copying, logging, and posting.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished by its focus on mail tasks that support and maintain the City's efficient operation. This classification requires an understanding of the internal and external distribution of mail as dictated by the USPS and UPS.

SUPERVISORY RELATIONSHIPS:

Works under the authority of the Budget Manager. Works independently under general supervision and well-defined guidelines and procedures, as well as, the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements in scheduling and carrying out work.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Receives and sorts incoming mail for internal and external distribution, meeting published deadlines (e.g., legal mailings). Prepares postage statements, standard and first class mailings; meters mail; sorts and bundles mail; prepares postage statements and shipping manifests. Delivers outbound mail to post office. Delivers distributed mail to City locations outside City Hall and collects outbound mail for processing. Selects shipping methods to ensure economy and to meet deadlines.
2. Picks up and delivers records transmitted between City offices and the Records. Center.
3. Maintains records for shipping accounts, performs simple database research, checks accuracy and cost savings and produces routine reports. Resolves discrepancies in accounts with appropriate personnel either by phone or in person. Requests postage deposits from supervisor as needed.

4. Maintains an inventory of shipping and mailing supplies. Orders supplies for mailroom equipment. Monitors mailroom equipment and calls service technicians as needed.
5. Prioritizes, schedules, and establishes production systems to ensure projects are completed within specified times. Aids in the development of general administrative policies and procedures to facilitate smooth and efficient operation.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties of a similar nature and level, as needed.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Skills:

- Use of computer keyboard or numeric key pad to enter data accurately
- Good oral communication skills, including the ability to communicate processing procedures to other staff and departments.
- Work with equipment such as copiers, postage meters, mailing and shipping machine/software.

Knowledge of:

- Basic arithmetic including the ability to add, subtract, multiply, divide and calculate percentages.

Ability to:

- Drive delivery vehicle.
- Work independently with minimal supervision.
- Work with accuracy and attention to detail while doing routine and repetitive work.
- File alphabetically and numerically, index and cross-reference incoming materials.
- Communicate via telephone, using e-mail and in person.
- Plan, organize, prioritize and schedule projects.
- Work cooperatively with others
- Read and understand regulations and procedures and to document work activities.
- And willingness and ability to maintain the confidentiality of sensitive written materials and communications.
- And willingness to meet postal deadlines.
- Maintain a problem-solving approach while dealing with interpersonal conflict or time demands.
- And willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the physical requirements of the position including:
 - Ability to traverse while safely moving items weighing up to 70 lbs. with equipment or assistance as needed and using proper body mechanics.
 - Correctible visual acuity sufficient to operate a motor vehicle.
 - Sufficient manual dexterity to operate mailroom equipment and motor vehicle.

WORKING ENVIRONMENT:

Work is performed in an office environment and driving a City vehicle to deliver mail to City departments and the post office. May handle records that are dusty or musty.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Knowledge and efficient use of mailing/shipping equipment.
- Legible handwriting.
- Knowledge of mail handling procedures.
- One year of experience delivering mail or equivalent delivery for a large organization.

OR

A combination of experience and training that provides the applicant with the necessary skills and abilities to perform the job.

NECESSARY SPECIAL REQUIREMENTS:

- A police criminal convictions records check is necessary prior to hire or placement.
- Valid Washington State driver's license and good driving record. Candidates considered for hire must submit a three-year driving abstract prior to conditional hire.

PREPARED BY: Joanie Brinn
5/79

REVIEWED BY: _____
John R. Carter, Finance Director

REVISED BY: Kurt Grande
6/83
Steve Mahaffey
9/85
Al Ruiz
Felix Anderson
Cheryl Lord
10/94
Ringus/Starcher
12/97
R. Mueller
L. Storck
06/10
John R. Carter
09/10
John R. Carter
3/13

COMMISSION ADOPTION: _____ March 13, 2013