

MAIL SERVICES ASSISTANT

Code No.: 4-18-456
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position assists in coordinating and overseeing the efficient operation of mail services in a large agency. The employee reports directly to, and works under the general supervision of, a Mail Services Coordinator or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Processes incoming and outgoing mail to meet daily schedules;

Sorts, distributes, and delivers incoming mail and packages;

Processes outgoing mail by department using computerized mailing systems;

Oversees the operation of a mail center in the absence of the supervisor including maintaining postage usage data, serving as liaison between user departments and the mail center, and monitoring postal meters to ensure sufficient funds are available for mail processing;

Prepares special and bulk mailings for posting via a variety of public and private mail carrier services;

Oversees the delivery of mail and materials to off-site locations in coordination with shipping and receiving staff;

Recommends processes and procedures to improve services;

Coordinates training of new employees and student aides;

Attends local United States Postal Service (USPS), and United Parcel Service (UPS) workshops and conferences to keep current with postal regulations and technology initiatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and application of high volume mailing systems; working knowledge of the United States Post Office regulations, terminology, and practices; ability to operate large volume mail processing machines; ability to operate a personal computer in the maintenance of computerized data bases; ability to perform duties in a timely manner and meet deadlines; ability to communicate effectively orally and in writing; ability to establish and maintain good working relationships with outside agencies and co-workers; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in the operation of high volume mailing systems*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*High volume mailing systems experience is earned in settings such as, but not limited to, the following: hospitals, educational institutions, or the United States Post Office.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: December 6, 2001

REVISED: October 5, 2017