

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: MAIL TECHNICIAN I
DEPARTMENT: GENERAL SERVICES
REPORTS TO: BUYER

CLASS CODE: 07526
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

This is a flexibly staffed classification with each job within the class performing work of increasing complexity and responsibility. Initially incumbents perform under close supervision; incumbents pick up, route, and deliver mail, parcels, supplies and printed materials. The work consists of routine labor at an entry level.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Collects and sorts all incoming U.S. postal mail, bundles all mail to agencies and departments, and delivers.

Collects and sorts all outgoing County mail to pre-sort and non pre-sort , collects and sorts all agency inter-office mail.

Meters all mail with correct postage for pre-sort and non pre-sort; packs and prepares for post office delivery.

Delivers printed and special packages from General Services to County departments; picks up and returns any used or returned items.

Performs any special requests including dealing with rush orders and answering inquiries to mail procedures.

Maintains simple financial records of metered postage and certified mailings.

Maintains delivery vehicle in good working order by filling gas tank, checking tire pressure, engine oil, and maintaining safe and courteous driving habits.

Performs basic maintenance of postal metering machine including refilling ink, refilling envelope sealing fluid, and taking meter to Post Office for adding postage dollars.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Postal Metering Machine	Hand Truck	Sorting Bin	Vehicle
Ten-Key Adding Machine			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard business arithmetic, including addition, multiplication, and subtraction.

Basic recordkeeping, filing methods and records management techniques.

Skill in:

Operating County delivery vehicle.

Mental and Physical Abilities:

Ability to maintain simple financial records.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving a few concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to extreme heat, outdoor weather conditions, work near moving mechanical parts, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.