



Mail Courier

Class code: 254

Employee Group: SEIU

Salary Range: 12

I. Position Summary

Under general supervision, to pick up, sort, deliver and process incoming and outgoing mail, packages and other materials to other County departments and the post office; to weigh, sort and apply postage to mail, packages and registered or certified items in accordance with U.S. postal requirements.

II. Distinguishing Features

This is a journey level classification. Employees work within a standard framework of policies and procedures. This classification is distinguished from other clerical support classes in the limited level of direct public contact. Employees must have the ability to perform work with accuracy and attention to detail. The employees work in limited proximity to his/her supervisor.

III. Examples of Essential Position Duties

- Sorts, bags, picks up and delivers incoming U.S. mail, interdepartment mail and other materials to outlying County departments.
- Transports tax receipts and cash bags between the treasurer and other County departments; transports confidential records from archives.
- Processes outgoing County mail; sorts and weighs letters and packages; applies appropriate postage; delivers mail to U.S. Post Office; assists in the mail room as needed.
- Prepares mail items to be sent special delivery as certified and/or registered mail or via United Parcel Service.
- Orders postal supplies for mail room and departments; orders money for postage machine.
- Completes postage due reports and submits to business manager; prepares postage statements for charge back to departments; develops savings report and comparison charts.
- Responds to inquiries concerning mail and post office delivery schedules, mail rates and procedures; applies U.S. Postal Service regulations to mail preparation and packing.
- Provides training to substitute mail couriers.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires knowledge of postal weight requirements and standards for processing bulk, non-profit and pre-sorted mail; zip code books, UPS rate charts and mailing procedures. Ability to safely drive a motor vehicle; maintain records of postage usage; prepare mailing statements and records of mail sent by bulk, first class and as non-profit; read and understand post office manuals and rate schedules; explain and follow established policies and procedures; use and operate a postage

meter machine, copier, postage scales, fax machine, and adding machine; mail carts; operate a computer and peripheral equipment; establish and maintain cooperative working relationships with those contacted in the course of work; use basic arithmetic to calculate different mail rates, determine daily amounts of mail sent and postage required; prepare and process forms and records; prioritize work and meet established deadlines; interpret and explain department policies and procedures.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND two years of work related experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to climb ladders or step stools, push or pull dollies, stoop, crouch, lift, carry, load and move heavy packages, mail bags and trays; move boxes of considerable weight from one location to another; walk repeatedly throughout the day. Requires driving.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, heat, cold, humidity, hot oil, asphalt, chemicals, and traffic hazards. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 9/13