

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6780
Pay Grade: D09

FLSA: Non-Exempt

MAIL SERVICES TECHNICIAN

MAJOR FUNCTION:

Performs clerical duties related to providing and maintaining full mailroom services for central administrative facilities. Services include, but are not limited to receipt and distribution of incoming and outgoing interdepartmental and U.S. mail and parcels, faxes, and consumable supplies. Work is performed under general direction according to established policies and procedures and is reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Receives and/or picks up U.S. mail and parcels from local post offices and pony mail from schools and departments; sorts and delivers to appropriate administration building personnel.
- Provides a countywide service of bulk mailings for schools and facilities, and loads and transports to the post office.
- Receives and delivers pony mail from schools and departments.
- Receives supplies requisitions from administration building personnel; fills requisitions and delivers accordingly; orders and receives consumable office supplies from vendors and stocks shelves accordingly.
- Receives parcels from UPS, Federal Express, and common carriers; checks in by comparing parcels to packing slips; makes appropriate distribution.
- Prepares all outgoing U.S. mail, UPS and common carrier parcels and packages using learned postal and delivery regulations; determines "best way" to send based on cost or expediency requirements; may be required to take to the post office.
- Receives, sends and delivers all fax mail.
- Makes operator adjustments and minor repairs to fax and postage equipment.
- Arranges for on-site and related off-site equipment repair as needed; is responsible for semi-annual postage meter inspection.
- Maintains logs and records; may be required to maintain ledgers; may utilize personal computer to maintain records and prepare purchase requisitions and reports.
- Applies knowledge of district-based personnel, postal regulations and post office practices and procedures and fax operations in performance of job duties.
- Job duties often require moderate to heavy lifting of packages and related items.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Three (3) years office experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED: 3/95 PBL; BOARD APPROVED: 3/27/96; WC REVISED: 8/04 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Mail Services Technician

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				