

## **YUBA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: PRINTING/MAIL ASSISTANT**

#### **BASIC FUNCTION:**

Receives, sorts, processes and routes incoming and outgoing mail for college mail services. Work is performed within pickup and delivery deadlines.

#### **REPRESENTATIVE DUTIES:**

Collect, sort and deliver incoming, outgoing and inter-departmental mail. (E)

Receive and sort campus and department mail and prepares bundles of mail parcels for delivery. (E)

Receive and sort outgoing U.S. mail; meters mail and processes for delivery to U.S. Postal Service. (E)

Process all classes of mail including express mail and private carriers to ensure adherence to proper size, weight, postage and other postal requirements. (E)

Receive and process incoming and outgoing insured, certified, express and registered mail and parcels according to postal regulations. (E)

Locate proper addresses and makes corrections for misdirected mail; forwards student mail according to United States Postal Service regulations. (E)

Close out postage meter at end of shift. (E)

Prepare and process necessary paperwork and reports and maintain records related to mail services. (E)

Operate mail addressing, mail metering and bindery machines and electronic accounting system. (E)

Deliver mail to the Post Office as necessary. (E)

Perform other related duties as required.

#### **KNOWLEDGE OF:**

Methods, processes, operation and use of U.S. postage classes and rates.

Oral and written communication skills.

Modern office practices and procedures.

General bindery procedures and operating of related equipment.

Various classes of mail service and rates.

Health and safety regulations.

#### **ABILITY TO:**

Set up and operate addressing and mailing equipment.

Maintain and adjust bindery/finishing equipment.

Make basic arithmetic calculations.

Understand and follow oral and written instructions.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Prioritize and schedule work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work confidentially and with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Driver's License

**ENVIRONMENT:**

Duplicating/mail center environment.

Noise from equipment operation.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Lifting heavy objects weighing up to 70 pounds.

Seeing to read a variety of materials.

Bending at the waist, stooping, kneeling or crouching.

Pushing and pulling.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate mail equipment.

**HAZARDS:**

April 28, 2005

Working around and with machinery having moving parts and related chemicals.

April 28, 2005