

**DESCRIPTION:** Under general supervision, at full service distribution points of an employing agency or State government, determines destination and means of dispatching mail, materials, or other items, determines postage and shipping costs, attaches appropriate postage, and prepares shipping payments. Applies postal/commercial carrier regulations and employing agency/State policies to process/dispatch items. Operates varied mail, materials, and/or merchandise equipment and motorized vehicles to receive, process, dispatch, deliver, and move items; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The primary focus of positions in this class is on mail/materials distribution work that encompasses collecting, processing, dispatching, delivering and retaining mail, materials, and merchandise, and determining postage due and acceptance of materials to be distributed. Bulk or large-scale mailings or screening for sensitive materials to prevent distribution of illegal contraband or unauthorized correspondence would be expected with certain positions. Use is required of a variety of equipment, such as automated or high-speed mail service equipment, receiving and distribution machinery with bar-coding/optical scanning, and/or inserting, sorting, and folding functions.

Positions may serve as the sole worker and/or lead worker of a freestanding distribution unit, or as a member of a team within a central distribution center, or as the operational coordinator of a support service operation handling this type of distribution work. Assigned work requires knowledge, skills, and abilities beyond the operation of motorized vehicles. Preponderance of time committed to the work described below places positions into this specialized class instead of other office, clerical, secretarial, or other support classes.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Weighs and meters mail, materials, and merchandise processed, following postal and commercial carrier regulations and mail and shipping categories (e.g., first, third, fourth class mail; presort, bulk, certified, registered, priority, and foreign); attaches postage, destination, storage, and other information to these items to ensure proper handling and delivery.

Inspects and compares items received to shipping and purchase documents or other records (e.g., invoices, manifests) to ensure the appropriate type, quantity, and quality of items has been received and to ensure the proper distribution of these items; returns unsatisfactory items to the shipper or vendor.

Answers questions of, offers information or advice to, and requests service from customers, vendors, contractors, mail/freight carriers, and/or others about services needed or merchandise available, and the cost and most effective means of shipping mail, material, and merchandise.

Sorts, bundles, and packages outgoing items that meet governmental, postal, and commercial carrier regulations and policies; opens incoming items to ensure distribution to proper recipients or offices.

## S03333 – MAIL/MATERIAL SPECIALIST (continued)

Sets up, operates, and maintains a variety of mail processing, material and merchandise handling, and other office equipment (e.g., postage scales and metering equipment, optical character-bar code readers, date stamping and labeling equipment, mail opening and document folding and inserting machines, strapping machines, pallet jacks, dollies, and carts). Operates, and requests maintenance of, vans or automobiles, as needed.

Scans or checks billing manifests and shipping records and enters the number, type, and time of items received and dispatched into manual or automated record keeping systems; enters, on a daily basis, shipping costs, debits, and credits of money received into customer charge and billing accounts and debits and credits into recipient money and postage accounts and data into stock and equipment inventory records; records senders' and recipients' addresses and other information into manual and automated databases.

Delivers and picks up mail (e.g., interagency or posted), materials, and merchandise to and from collection points (e.g., state agency units, other public agencies, postal and commercial carriers, and other businesses) to ensure timely collection and delivery of such items.

Records information required by postal regulations and agency policies to keep track of quantity of items distributed and collected and of special conditions (e.g., insured, certified, registered, express, or damaged) that occurred; may request replenishment of postage meter funds.

Orders and receives material and merchandise to ensure adequate inventory is available; stores and issues supplies and equipment to ensure items are properly stored and distributed.

Opens and inspects inmate mail, other than privileged, confidential, or personal mail, for illegal contraband or other unauthorized items and reports this material to the proper authorities, and removes all cash and cash equivalents from legal offender mail. Records receipt, disposal of money received, and contraband detected, within established regulations and policies.

Coordinates delivery and pick up schedules and assigns route assignments to ensure all routes are covered by available couriers or clerks and coordinates or oversees mail/materials receiving, processing, and dispatching activities such as the control of traffic and the securing of items, as directed.

Schedules work hours for assign specific jobs or delivery routes and monitors work activities of coworkers to distribute and balance workloads; trains other workers in operational procedures and practices in accordance with established standards, as directed.

Fills out, on a daily basis, vehicle, mileage, time logs, and other work forms to keep track of vehicle usage and maintenance schedules.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: spelling and basic mathematics to calculate arithmetical solutions; basic mailing and materials shipping and receiving practices; United States Postal Service and commercial carrier practices; State government policies, procedures, and manuals regarding distribution or retention of mail, materials, and merchandise; account and billing record-keeping and item tracking systems used by the employing agency; federal law, State statutes, and postal regulations governing mail and materials processing.

S03333 – MAIL/MATERIAL SPECIALIST (continued)

Ability to: understand and apply instructions and office-vendor operational manuals; communicate in person, and by telephone, computer, email, and correspondence with the supervisor, customers, vendors, co-workers, and other employees, and the public to exchange information; keep accurate, complete, and legible work logs and records; operate various office equipment and vehicles; type and key-in data and file/sort items being processed; adhere to time schedules and deadlines; arrange items or information in numerical or alphabetical order; follow established item distribution practices and routes; safely move or lift heavy mail bags, material, and packages within prescribed weight limits; bend and stoop; operate postage equipment and material handling machinery; apply postal and commercial carrier charts to specific processing situations; understand, apply, and explain employing agency and State procedures and practices; detect contraband; train coworkers in assigned duties.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in shipping and receiving, handling inventory, warehouse work, or processing mail.

OR

Coursework or training in office support, shipping and receiving, warehouse, inventory, or mail processing practices and procedures.

**SPECIAL NOTES:**

Some positions in this class may require possession of a valid driver's license or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).