

AMADOR COUNTY

**FLSA: COVERED
EEO: 6
DECEMBER, 2018**

MAIL AND WAREHOUSE SPECIALIST

DEFINITION:

Under general supervision, performs a variety of County-wide support duties for mail routing and delivery and warehouse activity; sorts, picks-up, and delivers letters, packages, supplies, and equipment; maintains and updates records; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification in the General Services Department, responsible for the County-wide sorting and delivery of mail to Departments as well as the logging, management, and tracking of stored and purchased items in the central warehouse. The classification is distinguished from County clerical and administrative assistant classifications by its County wide delivery and mail sorting responsibilities, as well as the responsibility of handling and processing stored and purchased material in the central warehouse.

REPORTS TO:

Supervisory of management staff.

CLASSIFICATIONS SUPERVISED

None.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

Operates County vehicles to pick-up and deliver incoming, outgoing, and interdepartmental mail; picks-up, sorts, and delivers packages and mail to and from the Post Office, common carriers, and County departments; types labels, wraps packages and arranges for special mailing; uses

photocopiers as required; sorts and weighs mail, calculating and affixing correct postage; inputs account numbers for correct distribution of postal charges; runs mail through a postal meter; wraps packages according to Postal regulations; pre-sorts mail by zip codes and bands for cost efficient mailing, according to Postal regulations; handles special mail such as certified letters, express mailings, insured mail, and other special mail; delivers all outgoing mail to the Post Office; lifts and carries mail, packages, etc; answers department telephones, providing information and/or referring callers to other staff; receives and fills written requests from departments for forms and office supplies; types required reports; fills assigned delivery vehicles with gas; checks oil, water and air in tires; operates a forklift for loading, unloading, and storing supplies, equipment and other material in the County warehouse; checks and audits surplus warehouse items and large freight purchases; compiles and updates annual surplus spread sheet, and reviews and checks against stored items in warehouse; compiles, builds and prepares all items for Auction; Answers auction questions and helps potential auction buyers at warehouse site; controls all warehouse items; locks and secures warehouse; and performs related duties as required.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, climb stairs; physical ability to lift and carry packages weighing up to 70 pounds with assistance; ongoing daily driving to multiple locations, entering and exiting vehicles; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication including listening to and responding to questions; use of audio-visual equipment; use of office equipment including computers, cameras, telephones, calculators, copiers, and fax machine, including forklift.

TYPICAL WORKING CONDITIONS

Work is performed in both office, warehouse, and outside environments; continuous contact with staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Postal regulations for mailing procedures and determining postage costs.
- Service delivery standards for the Post Office and other carriers.
- Principles and practices of customer service.
- Operation of postal scales and meters.
- Modern office practices and techniques.
- Operation of office equipment, including computers.
- Operation and storage requirements of a central warehouse
- Basic mathematics.
- Operation of forklift.

Ability to:

- Sort and distribute mail and packages.
- Interpret, explain, and apply a variety of Federal Postal regulations.
- Operate standard office equipment and postal scales.
- Calculate appropriate postage costs.
- Operate forklift and other vehicles.
- Drive on a daily basis to multiple county locations.
- Process, check in, log and review surplus and large freight purchased items.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Training and Experience: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education

A high school diploma or GED equivalent.

Experience

One (1) year of mail distribution ~~and~~ **or** general office clerical experience.

Warehouse storage and processing experience desirable

Special Requirements

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.

Ability to be bonded within three months of hire.

Cal OSHA Forklift certification within four months of hire.