



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Mail Technician
Reports To: Executive Assistant
Division: Administration

Position Code.: 1070-102
Classification: Non-exempt
Date: 03/2024

JOB SUMMARY:

Receives, sorts, and distributes all mail for the Downtown Library and for all agencies and offices located in the Downtown Library; operates postage machine and prepares mail for delivery to the post office; acts as liaison with post office and mail machine representative.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Prepares incoming and outgoing mail for distribution
- Use hand or mail handling machines to process outgoing mail or packages.
- Duties may also include keeping necessary records and completed forms.
- Operates postage machine and prepares mail for delivery to the post office; acts as liaison with post office and mail machine representative.
- Prepares monthly postage reports.
- Sorts and distributes U.S. mail for the Downtown Library and other agencies and offices housed therein.
- Sorts and distributes in-house and US mail for the library system's agencies located outside the Downtown Library.
- Sorts and distributes deliveries of printed matter from printers and community organizations for public distribution through libraries.
- Processes bulk mail for departments.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records, and the Code of Professional Ethics.
- May assist other offices and departments with projects as needed.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer
- Weight Scale
- Mail Machine
- Typewriter General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or GED; and,
- Six months to one year of progressively responsible related experience; or,
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General office procedures, policies, and practices, as well as knowledge of general office equipment.
- Record keeping, report preparation, filing methods, and records management techniques.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Using postage machine and/or weight scale to determine postage for mail, including packages.

- Ability to monitor postage level and communicate to the Finance and Business Department.
- Organizing work and following up assignments with a minimum of direction.
- Communicating clearly and effectively, orally and in writing.
- Handling mail in a confidential and honest manner.
- Carrying out normal duties and functions with minimal supervision.
- Interpersonal skills necessary to be courteous to fellow employees and occasional interface with the public.

Mental and Physical Abilities:

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 10 pounds.
- While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

SUMMARY STATEMENT:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.