

CLASSIFICATION SPECIFICATION

Mail Inventory Technician

FT/PT Class Code: 7006, 7406 Pay Grade: B/C 06 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: A class incumbent is responsible for requisitioning, receiving, storing, inventorying, issuing, and delivering a variety of equipment, materials, and other items. Receives and delivers mail for the campus.

NATURE AND SCOPE:

A class incumbent typically reports to an administrative or technical supervisor and may supervise a subordinate staff. Incumbent is responsible for the receipt of all equipment and supplies, for maintaining inventory records, and for the receipt and delivery of mail on campus and to the post office.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Affixes inventory control numbers for capital equipment.
2. Receives all parcels and packages designated for the campus and maintains inventory control systems for both fixed assets and consumable supplies.
3. Monitors inventory for loss, transfer, or breakage.
4. Processes purchase requisitions, ordering needed supplies and equipment.
5. Picks up mail at United States Post Office and other designated locations.
6. Advises users on matters related to assigned route, e.g. weight/box limitations, banding procedures and packing requirements, etc., recommends route/schedule changes to improve efficiency and cost effectiveness.
7. Sorts, weighs, insures, registers, and certifies United States mail; operates postage meter machine and controls postage costs.
8. Sorts inter-office mail.
9. Operates a motor vehicle to deliver mail, supplies, and equipment.
10. Picks ups and delivers mail to other campuses as needed.
11. Supervises and trains subordinate personnel.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of State and College purchasing procedures.
- ◇ Knowledge of postal regulations.
- ◇ Knowledge of motor vehicle laws, rules, and regulations.
- ◇ Skill in the operation of a motor vehicle.
- ◇ Ability to lift boxes/mail bags weighing up to 50 pounds.
- ◇ Ability to learn and apply postal laws, rules and regulations.
- ◇ Ability to perform arithmetic calculations.
- ◇ Ability to operate office equipment.
- ◇ Ability to perform clerical duties.
- ◇ Ability to communicate effectively.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and one (1) year of relevant experience; or other equivalent combination of education and experience.