

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MAILROOM/STAFF SERVICES ASSISTANT  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform routine postal, shipping and receiving services and to assist in the absence of other personnel such as switchboard operator, printer assistant or mail couriers.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PEREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Must possess a valid Florida driver’s license.
2. Years of experience in field: Some experience in courier or mail service operation required. One year of experience in the operation of a light truck or van-type vehicle preferred.
3. Special skills or abilities related to positions: Positive human relations skills. Must have good customer service skills, good communication skills and teamwork oriented. Knowledge of mail room operations and procedures and the use of meters and computerized tracking systems, and United States Postal Services regulations and laws with understanding of international mail, bulk mailing, and other classes of mail. Knowledge of highway and traffic regulations and laws and operation of mail carts in a safe manner.

Ability to speak clearly and distinctly in a well-modulated and pleasant voice, using correct grammatical construction and choice of words and speak English clearly. Ability to react quickly and calmly in placing and receiving call of an emergency nature. Must have the ability to operate a computer in entering, retrieving, and manipulating data. Ability to understand and follow oral and written instructions. Ability to operate a switchboard under conditions of heavy load, calmly and efficiently.

ESSENTIAL JOB FUNCTIONS:

1. Assist in all areas of postal services as needed.
2. Assist in other Staff Services positions as needed such as switchboard and print shop.
3. Deliver mail to Citrus and Levy County campuses each week.
4. Make afternoon runs to other operational sites such as Marion County School Board, Appleton Museum, Hampton Center and the USPS.
5. Responsible for arranging oil changes, washes, etc. for mail van.
6. Deliver and pick up mail from other campus departments.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds and over) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in various weather conditions.
- In or with moving vehicles and/or equipment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Staff Services, Ocala Campus

SUPERVISOR OF POSITION: Manager of Staff Services

