

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MAILROOM/STAFF SERVICES ASSISTANT – (P/T)

PAY GRADE: C-3

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.

PEREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Must possess a valid Florida Drivers 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 operating 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.

ESSENTIAL JOB FUNCTIONS (continued):

4. Make afternoon runs to other operational sites such as Marion County School Board, Appleton Museum, Hampton Center and the USPS.
5. Responsible for making arrangements for 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)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy (45 pounds or over) lifting and carrying required.
- Walking.
- Standing.
- Bending.
- Driving.
- Sitting.

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