

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Mailroom Coordinator	Range: 31	Classified Schedule
Date Revised:		Date Approved:	July 1, 2008

PRIMARY PURPOSE

This position is responsible for coordination and performance of centralized District mail services involving the collection, processing and distribution of intra-District and U.S. mail, and parcel receipt and shipment.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates the receipt, sorting and distribution of intra-District and U.S. mail, and UPS/FEDEX parcel shipments; checks mail and parcel preparation and sorting for accuracy.
2.	Documents, labels, sorts, weighs, bundles, and meters items for mailing and shipment; processes bulk mailings; ensures adherence to delivery and mailing deadlines.
3.	Tabulates and maintains records of postage charges; maintains records of metered, certified, express, registered, and insured mail; ensures that mailing files are accurate, complete, and contain required documentation.
4.	Compiles reports, distributes costs, prepares billings, and maintains accounts for postal and shipping services and charges; ensures proper permits are in use.
5.	Operates a variety of machinery, equipment and specialized software applications related to District mailroom operations; develops and reviews equipment maintenance schedules; contacts service providers for equipment maintenance and repairs.
6.	Receives and maintains mailing lists from various campus departments; uses appropriate software to correct, merge, convert, sort, and bundle mailing lists.
7.	Monitors and replenishes postage machine and supplies; maintains inventory to ensure sufficient stocks of necessary materials for processing requests in a timely manner.
8.	Maintains current information concerning postal regulations; provides information to campus personnel regarding mailing rates, procedures and requirements.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the District Mailroom Coordinator may perform duplication services activities involving the use of equipment such as copiers, bindery equipment, booklet makers, labeling machines, online collators, and electric staplers.

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WORKING RELATIONSHIPS

The District Mailroom Coordinator maintains frequent contact with various District departments and personnel, faculty, students, and outside agencies and vendors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent;

Minimum of two (2) years of increasingly responsible mailroom experience involving interpreting and applying postal regulations and rate structures, operating and maintaining postal equipment, compiling accounts information, and preparing related reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of U.S. Postal Service regulations and procedures

Knowledge of current U.S. Postal Service rates

Knowledge of bulk mail procedures and requirements

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of appropriate computer software applications

Ability to operate mailroom equipment, including postage meters and scales, and determine postage fees

Ability to operate office and duplicating equipment such as typewriter, calculators, copiers, bindery equipment, electric stapler, etc.

Ability to read labels and sort mail and other printed materials quickly and accurately

Ability to add, subtract, multiply and divide quickly and accurately.

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

District mail and duplication room; subject to lifting (up to 50 pounds, unassisted), pushing, carrying and pulling; exposure to machinery noise and fumes from chemicals used in printing process; extended standing and walking; may require off-site duties and activities.
