

CLASS SPECIFICATION FOR
Assistant Mail Room Supervisor

GENERAL STATEMENT OF DUTIES: Assists the Printing and Delivery Supervisor in overseeing the activities of the mail room and supervises the activities of the print shop; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single-position class backs up the Printing and Delivery Supervisor in the supervision of the activities of mail room and assists in ensuring the efficient operation of the print shop, copy center and micrographic section. The incumbent does simple layouts and paste-ups and is responsible for maintaining print shop records and accounts. The incumbent supervises office assistants and receives general supervision and direction from the Printing and Delivery Supervisor.

EXAMPLES OF WORK (illustrative only):

- Accepts mail from courier service and sorts for delivery to County agencies and work sites;
- Tracks postage meter, postage due, business reply and bulk mailing accounts to ensure adequate funds are available at all times;
- Performs sorting and delivery duties of Couriers as necessary;
- Oversees all mail pre-sorting activities;
- Ensures delivery of all County mail to post office;
- Trains to become proficient in the operation of all equipment used in the Records Management Section, including meters, inserters, copiers, printing press, binder, reader/printer and duplicator;
- Assists in preparing monthly billing for each section;
- May assist in the Records Storage or Forms Storeroom sections as needed;
- Serves in the absence of the Printing and Delivery Supervisor to ensure proper supervision of employees and smooth workflow;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and skill in using a wide variety of printing, duplicating, and mail processing equipment; ability to assess the needs of the near future with regard to maintaining an adequate inventory of supplies and materials; ability to effectively supervise; ability to work and communicate effectively with County agencies and departments requiring services; ability to establish and maintain operational files; ability to prepare reports.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and two (2) years of related work experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.