

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Mail Processor Lead	<u>CLASS NUMBER:</u> 10015.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A7	<u>POSITION CONTROL #:</u> 022005
<u>POSITION LOCATION:</u> 373 S. High St., 16 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Mail Services Supervisor (022000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Mail Processor Lead classification is to lead a team of skilled Mail Processors in the performance of collecting, sorting and delivering inter-office and incoming U.S. Mail to county offices. Provide leadership in the absence of the supervisor.

JOB DUTIES:

Provide leadership and build skill levels of other mail processors. Process of sorting and collecting mail for delivery, operate mail processing equipment (e.g., automated sorting machine) to sort mail. In the absence of the Mail Services Supervisor, will coordinate and assign routes, organize mail to be sent out and, if directed, attend meetings.

Adjust scanner parameters, weights, sizes, postage rates, and dates. Prepare equipment settings for specific mail processing tasks (e.g., metering mail, sorting, barcode spraying, encoding, and keying mailing addresses into a computer system). Perform basic routine maintenance on mail processing equipment and maintain mailroom equipment. Provide customer service to county agencies (e.g., answer routine questions, complaints, and suggestions regarding available mail processing services). Interface with the post office to resolve problems with misdirected mail and other problems as required. Responsible for preparing required documentation and delivering discounted mail to the post office. Drive county vehicles to post office and outlying county agencies to retrieve and deliver mail daily. Perform routine clerical tasks (e.g., utilization of fax machines, copiers, postal machines, etc.). Maintain records on outgoing mail daily, either manually or in the computer-based record system.

Order supplies for the mailroom and make service calls for equipment repair as instructed by or in the absence of the supervisor. Determine schedule, day-to-day functions and conduct preventative maintenance on mail processing equipment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; public relations; office practices and procedures. Skill in equipment operation. Team lead. Ability to deal with problems involving several variables in familiar context; add, subtract, multiply and divide whole numbers; copy records precisely without error; sort items into categories according to established methods; demonstrate physical fitness; demonstrate strength to lift up to 70 lbs.; demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with two (2) year of experience processing parcels and mail for delivery; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date