

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

<b><u>CLASSIFICATION TITLE:</u></b> Mail Processor	<b><u>CLASS NUMBER:</u></b> 10003	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Purchasing Department	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A2	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 16 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Mail Services Supervisor (022000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Mail Processor classification is to collect, sort and deliver inter-office and incoming U.S. Mail to county offices. Process outgoing mail for delivery by U.S. Postal Service.

**JOB DUTIES:**

Process, sort and collect mail for delivery. Operate mail processing equipment (e.g., automated sorting machine) to sort mail. Adjust scanner parameters, weights, sizes, postage rates, and dates. Prepare equipment settings for specific mail processing tasks (e.g., metering mail, sorting, bar code 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. May order supplies for the mailroom and make service calls for equipment repair as instructed by the supervisor. 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. 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 one (1) 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