



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Mail Processor (Bargaining Unit) **PCN:** 022001

REPORTS TO: Mail Services Supervisor **P.R.:** A2

RESPONSIBILITIES: Collect and sort inter-office and incoming U.S. Mail. Utilize automated sorting machine to sort mail. Deliver mail to County Offices. Drive County vehicle to other County buildings and facilities to collect and deliver mail. Prepare outgoing mail for delivery by U.S. Postal Service. Weigh and affix postage using automated postage machine. Check metered mail for postage and other errors. Load outgoing mail into trays, hampers and flat tubs for pick-up by U.S. Postal Service. Perform routine cleaning of Department's mail and sorting machines to facilitate proper operation.

MINIMUM QUALIFICATIONS: High School diploma or GED with one (1) year experience processing parcels and mail for delivery or any equivalent combination of training and experience. A valid Ohio Driver's License is required.

STARTING SALARY: \$13.69 per hour, plus a comprehensive benefits package
120 Day Probationary Period

DATE POSTED: Wednesday, February 8, 2017

DEADLINE TO APPLY: Wednesday, February 22, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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