

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/14 Effective Date	<b>MAILING SERVICES SPECIALIST 2</b> Job Title	2.3.13 Index
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### **PURPOSE**

To improve student achievement by performing coordination functions related to receiving and sending U. S. mail and oversee the distribution of departmental and school mail.

### **CLASS CHARACTERISTICS**

This class is distinguished from the Mailing Services Specialist by the higher level of responsibility assumed and the complexity of duties assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory personnel. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

Exercises functional and technical supervision over assigned mail services personnel.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Ensuring that all district mail complies with regulations to ensure continued use of the district's mail permit as nonprofit.

Interacting with customers to develop cost effective solutions to mailing projects.

Coordinating, sorting, and distributing of inter-school mail as received in the mailing center.

Assisting customers with the use of electronic mailing lists to reduce mailing and labor costs.

Using mailing software to sort District mail through the Coding Accuracy Support System (CASS), Presort Accuracy, Validation, and Evaluation (PAVE).

Using the National Change of Address Linkage System (NCOA Link) to update change-of address information for students, employees, and business partner's mailing lists.

Performing file maintenance activities such as backing-up automated files, transferring files between computer systems and implementing file naming and archiving standards.

Operating inserting, ink-jetting, mail posting equipment, and mail shipping/accounting software.

Operating a forklift and delivery van.

Maintaining regular and consistent attendance and punctuality.

Reconciling data to verify all transactions for financial and business reporting.

Performing related duties consistent with job description and assignment.

Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of government mail systems, including postal rules and regulations.

Application use and techniques with database software used by the District.

Principles and practices of address standards as it relates to USPS automation, carrier route, presort, and non-profit discounts.

Standards and practices of USPS presort programs including but not limited to 3/5 digit, automation, and enhanced carrier route Line of Travel (LOT).

Postal regulations as it pertains to nonprofit eligibility.

Practices and procedures for safe material handling and equipment operation.

General principles of office records maintenance.

Modern office practices, procedures, computer equipment, and software.

### **SPECIFIC REQUIRED EXPERIENCE/QUALIFICATIONS**

Possession of the MDP (Mail Design Professional) certification through USPS, or the ability to become certified within six (6) months.

Operational experience with CASS, PAVE, and NCOA sorting software.

Operational experience with Mail pieces design for 1<sup>st</sup> class mail, standard mail, and non-profit eligible mail.

Operational experience with Structured Query Language (SQL).

Understanding and application of generally accepted accounting principles.

#### **Ability to:**

Convert and Process customer provided address files for use in Mail sorting software and digital printing equipment.

Demonstrate a high level understanding of current United States Postal Service (USPS) regulations for different classifications of mail, how to access new or changed USPS regulations, and explain USPS regulations to customers effectively.

Operate office machines and equipment.

Word process at a speed necessary for successful job performance.

Analyze and solve problems, understand and use technical manuals, plan and prioritize workload requirements.

Maintain microcomputer controlled mailing equipment.

Maintain inserting, ink-jetting, and mail posting equipment.

Communicate technical concepts to non-technical audiences.

Provide file maintenance activities as needed for optimal operation.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Two years of responsible mail processing experience that includes using: database software to record, manipulate, and report on transactional and address data; mail-sorting software to prepare mailings; and reporting tools to generate variable printed documents.

**Training:**

Equivalent to the completion of the twelfth grade. Associate's degree preferred.

MDP (Mail Design Professional) certified through the United States Postal Service.

**Special Requirements:**

Possession of or ability to obtain a valid Oregon Driver's License.

**Work Environment**

Climate controlled office/production setting with temperatures ranging from mild to moderate cold heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Salem-Keizer Public Schools  
Mailing Services Specialist 2 (continued)

**Physical Requirements**

On feet all day, with bending, lifting, standing, twisting, walking and kneeling. Must be able to lift 50- 70 pounds repeatedly throughout the day. Hearing and speaking, to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files, reports and supplies; lifting light objects. Operation of a forklift.

Salem-Keizer School District is an equal opportunity employer.  
Position: Mailing Services Specialist 2

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_