MAIL ROOM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordinating the processing and delivery of all types of incoming mailings as well as the collection of all types of outgoing mailings for the mailroom of the Ulster County Purchasing Department. An incumbent in this class will also have responsibility for the standard operating procedures, the operation and maintenance of various mail room equipment, the scheduling of deliveries and pick up's, and for maintaining accurate records of all expenditures of the mailroom. Work is performed under general supervision of the Ulster County Director of Purchasing. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Coordinates the processing and delivery of all types of incoming mailings and the collection of all types of outgoing mailings for the mailroom of the Ulster County Purchasing Department;

Coordinates with the local Unites States Postal Service (USPS) Postmaster on new forms, procedures, mailing requirements;

Coordinates with a mail machine company for all preventative and failure maintenance of mail machines and laser and thermal printers;

Coordinates with a mail machine company for new mailing options and monthly/quarterly updates;

Coordinates with the Fleet Manager of Ulster County Central Auto for maintenance on the mail delivery vehicle(s);

Coordinates with other departments on mailroom procedures;

Trains other mailroom employees on the standard operating procedures and duties, and how to avoid processing and other errors;

Monitors shipping costs and ensures compliance with Ulster County's approval procedures;

Manages, keeps and orders inventory of USPS, UPS mailroom shipping and office and mail machine supplies i.e. tape, pens, sealing agents, ups carbon labels, postage strips, ink and cartridges;

Tracks monthly postage usage and keeps balance to report to the Ulster County Purchasing Department for acquisition of funds;

Reviews mailings to ensure all opportunities for combining shipments are utilized;

Operates a business computer for e-mail correspondence;

Compiles reports using Adobe Acrobat, Microsoft Excel and Microsoft Word.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of United State Postal Service policies, practices and procedures; good knowledge of the operation of mail processing and duplicating machines and associated equipment; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of inventory control procedures; working knowledge of U.S. postal regulations; ability to follow oral and written directions; ability to get along well with others; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

A. Associate's Degree from a regionally accredited or New York State registered college or university and two (2) years of full-time experience (or its' part-time equivalent) working in a mail distribution system which involved account keeping or record keeping; OR

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience, three (3) of which must have been working in a mail distribution system which involved account keeping or record keeping; OR

C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: At the time of appointment, applicants must possess a valid New York State Driver license, Class D.

ULSTER COUNTY   Adopted: June 18, 2015
4145 MAIL RM CD
Classification: Competitive
Grade: 12
Union: CSEA