NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

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<th>Job Title:</th>
<th>District Mailroom Coordinator</th>
<th>Range:</th>
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<th>Classified Schedule</th>
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<td>Date Revised:</td>
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<td>July 1, 2008</td>
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PRIMARY PURPOSE

This position is responsible for coordination and performance of centralized District mail services involving the collection, processing and distribution of intra-District and U.S. mail, and parcel receipt and shipment.

ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates the receipt, sorting and distribution of intra-District and U.S. mail, and UPS/FEDEX parcel shipments; checks mail and parcel preparation and sorting for accuracy.

2. Documents, labels, sorts, weighs, bundles, and meters items for mailing and shipment; processes bulk mailings; ensures adherence to delivery and mailing deadlines.

3. Tabulates and maintains records of postage charges; maintains records of metered, certified, express, registered, and insured mail; ensures that mailing files are accurate, complete, and contain required documentation.

4. Compiles reports, distributes costs, prepares billings, and maintains accounts for postal and shipping services and charges; ensures proper permits are in use.

5. Operates a variety of machinery, equipment and specialized software applications related to District mailroom operations; develops and reviews equipment maintenance schedules; contacts service providers for equipment maintenance and repairs.

6. Receives and maintains mailing lists from various campus departments; uses appropriate software to correct, merge, convert, sort, and bundle mailing lists.

7. Monitors and replenishes postage machine and supplies; maintains inventory to ensure sufficient stocks of necessary materials for processing requests in a timely manner.

8. Maintains current information concerning postal regulations; provides information to campus personnel regarding mailing rates, procedures and requirements.

9. Trains and provides work direction and guidance to others as directed.

10. Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

11. Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the District Mailroom Coordinator may perform duplication services activities involving the use of equipment such as copiers, bindery equipment, booklet makers, labeling machines, online collators, and electric staplers.
WORKING RELATIONSHIPS
The District Mailroom Coordinator maintains frequent contact with various District departments and personnel, faculty, students, and outside agencies and vendors.

EDUCATION AND EXPERIENCE
High school diploma or equivalent;
Minimum of two (2) years of increasingly responsible mailroom experience involving interpreting and applying postal regulations and rate structures, operating and maintaining postal equipment, compiling accounts information, and preparing related reports.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of District organization, operations, policies and objectives
Knowledge of U.S. Postal Service regulations and procedures
Knowledge of current U.S. Postal Service rates
Knowledge of bulk mail procedures and requirements
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of appropriate computer software applications
Ability to operate mailroom equipment, including postage meters and scales, and determine postage fees
Ability to operate office and duplicating equipment such as typewriter, calculators, copiers, bindery equipment, electric stapler, etc.
Ability to read labels and sort mail and other printed materials quickly and accurately
Ability to add, subtract, multiply and divide quickly and accurately
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
Valid California Driver’s License

WORKING CONDITIONS
District mail and duplication room; subject to lifting (up to 50 pounds, unassisted), pushing, carrying and pulling; exposure to machinery noise and fumes from chemicals used in printing process; extended standing and walking; may require off-site duties and activities.