

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
CENTRAL SERVICES
DUTY STATEMENT**

NAME:

JOB TITLE: Office Technician (General) - Mail Technician

POSITION NUMBER: 420-027-1138-XXX

STATEMENT OF DUTIES: Under direction of the Business Service Officer I (Supervisor) and as a member of the Central Services team, the Mail Technician performs a variety of administrative functions of the office associated with mail processing.

SUPERVISION RECEIVED: Reports directly to the Business Service Officer I (Supervisor) and indirectly to the Business Service Officer II (Supervisor) of the Central Services section. Exercising a high degree of initiative and understanding of the serious impact of decisions, the Mail Technician maintains and supports the mailroom needs of the staff in various Divisions of the Department of Justice in the greater Sacramento area. The Mail Technician must comply with state and departmental rules/regulations and office policies/practices.

TYPICAL PHYSICAL DEMANDS: While performing assigned duties, the Mail Technician may be required to perform tasks that require driving, bending/stooping, climbing, reaching/twisting, kneeling/crawling, manual dexterity (grasp/handle/keyboarding), pushing/pulling, prolonged standing/sitting, and frequent walking. Employee is expected to use natural or assisted hearing and vision and be able to speak clearly to the public, clients, co-workers, supervisor(s), and other office staff either in person or over the telephone. The ability to concentrate and discern either written or verbal instructions, directives and/or court rules in reaching logical conclusions, foreseeing possible obstacles and determining alternative methods of handling tasks is a day-to-day expectation. They must have the ability to carry/lift up to 40 lbs. on an occasional basis. (Note: STD 610 does not need to be completed.)

TYPICAL WORKING CONDITIONS: The department is a smoke free open spaced general office/warehouse environment. Floors are carpeted, vinyl covered or concrete. The Mail Technician is housed in window-less space at either an individual desk or cubicle. More than one Mail Technician or support staff may be assigned to the same space.

SPECIAL REQUIREMENT: Possession of a valid California driver's license, with no restrictions that would limit the duties to be performed by this position. The Mail Technician must possess the ability to understand and operate computer-based tracking system, as well as other simple computer based functions.

ESSENTIAL FUNCTIONS:

40% The Mail Technician is responsible for utilizing various computer databases to accurately and timely input and track information for overnight messenger services. Logs all incoming overnight and certified mail using a mail tracking system. Logs incoming monies and/or checks into spreadsheet for fiscal accountability. Using a tracking system, logs in or processes all outgoing overnight, and certified mail. Using various departmental software programs, updates and maintains mail distribution lists and rosters to ensure efficiency, and proper routing of all mail. Responsible for the operation and general maintenance of the mail equipment such as an Electronic Mail System, Electronic Desk Model Scale, Electronic Letter Opener, Tape Dispenser, Date Stamp Machine, and the

Security Scanner/X-ray Detection machine, Handheld scanners which is used to track all incoming/outgoing certified documents. Make adjustments and minor repairs to equipment; maintains maintenance logs and equipment usage. Inventory and order all mailroom supplies to ensure that all supplies are stocked. Takes daily postage meter reading and orders postage as necessary. Conducts numerical sequencing and numbering of documents. Process and delivery of incoming mail from both U.S. mail and courier service(s) to staff in various buildings and or floors throughout the greater Sacramento area. Sorts, weighs, and affixes postage/labels to outgoing mail via U.S. mail and courier service(s).

- 35%** Communicates effectively to maintain effective working relationships with all levels of staff. Write and review correspondences; responds to a variety of time sensitive inquiries from customers, vendors, and department staff. Assists customers by telephone, e-mail and Will Call/Walk-ins. Communicates with all levels of staff regarding mail received. Concentrates and discerns either written or verbal instructions. Communicates with various vendors to track non-receipt of mailed material through carrier service(s), schedules/verifies courier arrival for pickup, schedules equipment maintenance as required, and orders mailing material.
- 20%** Coordinates with office staff to ensure the completion of time-sensitive mailroom functions. Responsible for retaining the knowledge of current U.S. Postal Service rules and regulations, such as special postage rates, certified mail, and various other courier and messenger services. As required transports outgoing and incoming U.S. mail, Certified, Express or other mail, to and from various field offices.

Processes invoices, PRF's, PO's, and other department administrative documents by verifying cost codes, calculating cost breakdowns, preparing invoice packages for supervisory review/approval, and forwarding to accounting for payment, following invoice-processing procedures.

MARGINAL FUNCTIONS:

- 5%** Performs a wide variety of tasks, as necessary to support administrative functions of the office, including miscellaneous courier pickup and delivery, or other items between DOJ satellite locations. Assists with delivery of incoming messages or walk-in deliveries. Acts as back up to other business services staff by assisting with other business services functions. Assists with and performs other support functions as departmental office needs require.

I have read and understand the essential functions and typical physical demands required of this job
(please check one of the boxes below regarding a Reasonable Accommodation)

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date