



<b>Job Title</b>	<b>Office Specialist, Mail</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>GNL</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>2</b>	<b>Job Code</b>	<b>12744</b>

**Class Specification – Office Specialist, Mail**

<b>Summary Statement:</b>	
The purpose of this position is to provide mail service for the City and Colorado Springs Utilities departments. Responsibilities include sorting and delivering of USPS and interoffice mail; and basic printing bindery operations and applying postage to outgoing USPS mail.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Pick up mail from the post office; sort incoming mail according to mail codes and names; determine where unmarked mail should be delivered; deliver mail and pick up outgoing mail; sort interoffice mail into proper mail bins; apply postage to outgoing United States Postal Service (USPS) mail; and deliver outgoing USPS mail to the post office.
15%	Answer phones and e-mails; type reports; manage spreadsheets for mail reports and postage; and answer questions regarding mail service. Operate Bell & Howe or equivalent 6 bin mail inserter.
10%	Provide support to office services bind, collate, cut, staple, three hole punch, and shrink wrap documents.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	



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**Technical Skills Required:**

Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: No experience is necessary.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Position has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title has no budgetary responsibility.

**Physical Demands:**

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, and basic printing bindery equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014