

SNOHOMISH COUNTY JOB DESCRIPTION

MAIL PROCESSING TECHNICIAN

Spec No. 6135

BASIC FUNCTION

Provides support for Auditor's Licensing Division mail operations and assists in the routine aspects of retrieving, sorting, opening and processing incoming licensing mail; data entry, issuing accountable inventory and balancing daily receipts.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Receives, reviews and processes license renewal transactions; reviews documents for accuracy and compliance with state and county licensing laws, regulations and ordinances.
2. Processes license renewal transactions on Department of Licensing computer system (VFS); updates established data records.
3. Removes mail from envelopes, verifies contents for appropriate fees and supporting documents, returns mail with written notice when components are not complete, sorts opened mail into various categories for processing.
4. Receives large volume of checks for license renewal transactions; runs check tape and balance to daily reports; researches and corrects discrepancies; prepares daily deposit.
5. Orders, maintains and issues accountable inventory in conjunction with licensing mail function; researches and corrects inventory discrepancies; conducts daily and monthly accountability inventory of several accountable items.
6. Verifies pet license renewal applications for completeness; enters on county network updating established records.
7. Reviews marriage documents on software, rejects image and refers to License Specialist to correct as required.
8. Retrieves incoming divisional mail from county mail room; sorts and distributes mail and reroutes misdirected items; delivers processed mail at the end of the workday to the county mailroom.

STATEMENT OF OTHER JOB DUTIES

10. May perform routine office work such as collation of papers, operating copying machines, filing as directed; performs related duties as required.

SNOHOMISH COUNTY JOB DESCRIPTION (continued)

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MINIMUM QUALIFICATIONS

Minimum of one (1) year general office experience with emphasis on keyboarding, receipt and reconciliation procedures plus inventory control practices; OR, any equivalent combination of education and/or experience which provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- general office practices and procedures;
- operation of computer keyboard, terminal and printer;
- basic mathematics skills;
- operation of electronic calculator.

Ability to:

- operate a personal computer and related equipment;
- work efficiently and accurately under pressure, meet deadlines and cope with interruptions;
- exercise initiative and judgment and make limited decisions within scope of authority;
- communicate effectively both orally and in writing;
- lift boxes and trays up to fifteen (15) pounds;
- accurately utilize standard and specialized office equipment;
- follow oral and written instructions;
- work efficiently and effectively with other staff members in a team concept;
- carry out recurring assignments and transactions with minimum supervision;
- prepare related forms and reports as indicated;
- work rapidly and accurately with numbers, names, and codes;
- accurately issue accountable inventory to transactions processed.

SUPERVISION

The employee in this class receives general supervision from the Lead or, in his/her absence, the Coordinator. The employee is responsible to carry out recurring daily assignments and transactions on their own. The lead will spot-check to see that the work is processed in compliance with established methods and procedures and to insure accuracy and timely completion.

SNOHOMISH COUNTY JOB DESCRIPTION (continued)

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WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1996, as Mail Processing Assistant

Retitled: June 2000

Retitled/Revised: October 2000

Revised: November 2000, January 2004

Previous Spec No. 710698

EEO Category: 6 – Administrative Support

Pay Grade: 305 – Clerical Pay Plan

[Workers Comp: 5306 Non-Hazardous](#)