

SNOHOMISH COUNTY JOB DESCRIPTION

PRINTING/MAIL SERVICES ASSISTANT

Spec No. 6155

BASIC FUNCTION

Assists printer by providing clerical support for mail operations and assists in routine aspects of press and copier operations so that equipment operator may perform duties at optimum efficiencies.

STATEMENT OF DUTIES

1. Receives and classifies mail and interdepartmental mail; sorts and distributes.
2. Operates postal meter and captures all postal costs for chargeback of outgoing mail cost to clients; replenishes postal meter; sells stamps to departments.
3. Prepares discounted mailings such as, bulk and presort, and special services such as certified, registered, and express; parcels in accordance with United States Postal Services requirements.
4. Answers inquiries in person or on the phone in a tactful manner to assist clients with mail and print services.
5. May load and unload paper for presses and copiers; perform ink wash-ups; and set up folding and other in-line finishing.
6. Performs routine office work such as collating papers, operating copier, filing and operating computer.
7. May operate power and manual bindery equipment and perform bindery operations as specified in job order.
8. Arranges and keeps stock in order.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Three (3) months experience in mail operations or print shop operations; OR, any equivalent combination of education and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a background investigation, which includes fingerprinting.

A valid Washington State Driver's License may be required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- preparing large mailings in accordance with United States Postal Services rules and regulations;
- mail services available from United States Postal services;
- standard office practices and procedures;
- basic arithmetic;
- high speed photocopy equipment;
- pre-press and post-press operations;
- grades, weights and kinds of paper.

Ability to:

- operate postal meter and standard office machines including personal computers;
- perform basic record keeping procedures;
- perform arithmetic calculations;
- meet deadlines and cope with interruptions;
- follow oral and written instructions;
- deal tactfully and courteously with the public;
- clearly explain policies, procedures and schedules;
- operate XEROX 5090 copy equipment;
- operate power cutter and related bindery equipment.

PHYSICAL EFFORT

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than seventy (70) pounds. Physical strength and stamina are important. Employees are on their feet almost all day and move heavy loads of mail and paper.

SUPERVISION

The employee reports to the Copy Center Supervisor or other supervisor as assigned. The work is performed under general supervision and may be spot-checked to insure timely completion and compliance with established methods and procedures.

WORKING CONDITIONS

The work is performed in the usual print shop/mail center conditions.

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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: March 1992

Previous Spec No. 760824

EEO Category: 6 – Administrative Support

Pay Grade: 229 – Classified Pay Plan

Workers Comp: 1501 Hazardous