



## Job Description

Job Title: **Facility Mailroom Specialist**  
 Job Family: **Information Technology Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **July 2024**

Job Code: **1338**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 8**  
 Typical Work Year: **12 months**

**SUMMARY:** Receive and distribute U.S. mail, intra-district mail and other materials requiring distribution. Provide guidance to schools and administrative departments on the U.S. Postal Services technical requirements and specifications for preparing non-profit bulk mail for printing. Operates various mailroom equipment including, but not limited to, high-speed digital printers, electronic paper cutters, and postage metering machine. Follow procedures to prepare bulk mail for delivery to Post Office. Prepare, print, stuff, and mail student report cards, G&T Profile Sheets, and other confidential mailings. Record postage to bill back all schools, departments, and outside customers. Maintain all mail account reserve funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Process U.S. Mail by operating postage metering machine according to postal rules, regulations, and procedures in order to receive all available discounts. Prepare bulk mailing by operating high-speed digital printers, cutting machine, and performing postal validations using specialized software for USPS compliance. Sorts permit imprint standard mail by zip code. Follow bundling and packing procedures to band, bag, and tray bulk mail according to U.S. Postal regulations. Coordinate bulk mail drop-off and supply pickup with the appropriate mail distribution center. Deliver bulk mail to USPS in a district or personal vehicle.	D	20%
2. Process postal billing using specialized equipment and software. Tabulate and consolidate billing information using Excel from the United States Post Office, Fed Ex, and Pitney Bowes for distribution of billing for all schools, departments, and outside customers.	D	20%
3. Sort and distribute U.S. and intra-district mail delivered by district "pony," to and from the ESC building. Sign for incoming registered or certified mail and deliver to the proper location. Process and provide accountability for special classes of mail such as certified and overnight letters as well as provide accountability for special classes of mail such as FedEx, USPS and UPS. This may include using specialized departmental or vendor software. Prepare and package items to ship dropped off by customers. Maintain an Educational Support Center, (ESC) staffing list to ensure mail and package deliveries are delivered accurately and timely to the correct work location.	D	20%
4. Requisition postage metering machine money to postage machine authority and download the postage money balance in to the postage machine. Maintains U.S. Postal Service Mailing Permit, annual fees, manage postage rate updates, and monitor postage balance. Provide guidance and direction to schools and departments on U. S. Postal regulations that affect the district's first class, non-profit, and other special mail categories. Manage spreadsheet to submit to the Finance department in order to bill schools/departments for postage used.	D	15%
5. Operates various types of mail folder/inserters equipment, black & white and color high-speed digital printers, and electric paper cutter, to prepare print, stuff and mail large volumes of mail including, but not limited to, W2s, and 1095s for entire district. Responsible for applying the Optimal Barcode Recognition marks to all student report cards, G&T Profile Sheets, and other confidential mailings to insure each letter gets to the correct recipient. Process Excel files provided for mail merge using specialized departmental software for the US Postal Services by converting, cleaning and validating addresses. Troubleshoot machine feeding issues, jams, and/or errors. Contact and schedule technical support as needed. Provide guidance and recommendations per department manager for selected vendors who may provide mail-handling services as needed.	D	15%
6. Train students in the Transition program to do mail runs. Manage the copier/printer toner-recycling program for the ESC.	D	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 4 years’ experience in a mailroom or similar setting requiring knowledge of postal regulations.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Successful Completion of a Department of Transportation (DOT) Physical required for hire.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Problem solving skills
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of folder/inserter and mail machine required for entering position..
- Operating knowledge of district information technology systems and any other department specific software and equipment within 2 months of entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Manager, Printing Services	5038

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		X		
Analyze		X		
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals			X	
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	