Mailing/Printing Services Temporary

Department: Mailing and Printing Services
FLSA Status: Non-exempt
Grade/Level: N/A
Work Schedule: As needed and determined by supervisor.

Job Status: Temporary
Reports To: Director of Mailing and Printing Services
Amount of Travel Required: No travel required
Positions Supervised: None

POSITION SUMMARY:
Performs all tasks and functions as needed within the mailing and printing area of the college.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)
- Accepts printing work requests and verifies same for necessary instructions and availability of supplies for completion.
- Confers with customers throughout print production to keep them informed of status of job, to solicit and resolve inquiries.
- Answers and routes all phones as necessary.
- Sends faxes and prepares Federal Express and UPS air bills.
- Receives and/or obtains, unloads and scans all incoming letter mail and packages.
- Sorts and distributes all incoming letter mail, periodicals and packages.
- Sells and controls all postage payments for outgoing mail items.
- Operates all machines in the Mailing and Printing Service Department.

Other Job Function Statement(s)
- Assists in scanning, tracking and processing all outgoing and incoming shipments.
- Prepares and sorts mailings for processing.
- Performs other duties as assigned.

POSITION QUALIFICATIONS: (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)
High School diploma or equivalent. Two years job-related experience.

**License or Certification** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) **N/A**

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must:

- utilize Microsoft Office (Word, Excel, Outlook,) and AddressRightPro or appropriate alternative software or online site to determine the most efficient delivery method, to create efficient, accurate: documents, records, files, reports, and/or to modify documents as required to ensure print jobs are completed to appropriate standards.
- comply with the following standards and or rules/guidelines to include but not limited to: postal regulations and procedures;
- operate printing equipment and/or machinery in an efficient and safe manner;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to perform the essential functions of the job.)

To perform this job successfully, an individual must have the ability to:

- pay attention to details;
- analyze and solve basic problems;
- follow instructions and/or guidelines;
- accept change and considerable variety in the workplace;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and other constituents of the college;
- work under pressure while maintaining a professional demeanor;
- model high standards of honesty, integrity, trust, and ethical behavior.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

**PHYSICAL REQUIREMENTS:**

The following represent the physical requirements of the essential job functions.
Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 50 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is a print shop setting with moderate noise and interruptions.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. *It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.* Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: ___________________________ Date: ______________

Supervisor Signature: ___________________________ Date: ______________

Executive Signature: ___________________________ Date: ______________