

Open to the Public
As of May 20, 2019

Mail and Print Operator

Primary Duties:

This position is responsible for the processing of both incoming and outgoing U.S. Mail, the printing and mailing of all the City's bills generated from a computer and the inserting of weekly and bi-weekly payroll checks.

Salary: \$17.28 per hour

Work Schedule:

40 hours per week
Monday – Friday; 8:30 AM to 5:00 PM

Education, Training and Experience:

- Graduation from High School or completion of a GED is required.
- One (1) year experience in processing of U.S. Mail is highly desirable.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflancasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title:	Mail and Print Operator	Job Code:	6421
Department:	Administrative Services	FLSA:	Non- Exempt
Job Grade:	25 - Bargaining	Effective Date:	1/1999
Reports To:	Bureau Chief of Procurement & Collection	Revision Dates:	12/2006; 2/2011; 8/2011; 5/2014; 12/2017; 3/2019

Primary Function

This position is responsible for the processing of both incoming and outgoing U.S. Mail, the printing and mailing of all the City's bills generated from a computer and the inserting of weekly and bi-weekly payroll checks.

Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Responsible for picking up, sorting, and distributing the U.S. Mail and the City's interoffice mail.
- Responsible of applying postage to daily outgoing mail for pickup by U.S. Postal Service.
- Responsible for maintaining records reflecting printing and postage usage; prepares each piece for mailing and responsible for charging each bureau according to the postage usage.
- Responsible for printing, folding, inserting and delivering to the Post Office Bulk Mail Unit the City bills generated from a computer.
- Responsible for printing, inserting, stuffing, and posting weekly bulk mail in accordance to the U.S. Postal Service regulations.
- Responsible for cleaning, adjusting, lubricating and making minor repairs to mailing inserting equipment.
- Performs the operation of mailing equipment, computers, and a networked laser printer.
- Responsible for folding and inserting weekly and bi-weekly payroll checks.
- Performs work independently with regards to techniques in processing of the different types of printings and mailings.
- Performs and maintains machine updates, printer settings and any other machine maintenance.
- Processes weekly mailroom reports and inventory reports.
- Performs basic data entry in the Treasury Office as required.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to mail delivery services.
- Knowledge in the operation of mailing inserter and networked printer.
- Knowledge of postal mailing requirements.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel Outlook or Lotus Notes) is required.
- Proven ability to perform data entry and retrieval is required.
- Proven proficiency in the use of a business calculator is required.
- Proven ability to maintain strict confidentiality of all information is required. (paychecks, bills and all other mail)
- Proven ability to work with machinery such as folder/inserter, postage meter, calculator and computer is required.
- Proven ability to work effectively under minimal supervision is required.
- Proven ability to meet deadlines is required.
- Proven ability to plan and organize work schedule is required.
- Proven ability to maintain routine records.
- Positive interpersonal skills are required.
- Proven ability to read, write, speak and comprehend written or oral instructions in English is required.
- Proven ability to write legibly and to do simple math calculations of addition, subtraction, and multiplication is required.
- Ability to operate a vehicle on private and public streets is required.
- Proven ability to work as part of a team and to collaborate successfully with other is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

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Education, Training and Experience

- Graduation from High School or completion of a GED is required.
- One (1) year experience in processing of U.S. Mail is highly desirable.
- At least one (1) year experience in data entry is preferred.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Exposed to inclement weather and extreme temperatures.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.

Safety Equipment Used or Needed

- None

Comments

- Requires frequent, repetitive lifting of up to 60lbs.
- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day.
- Works around motorized or moving equipment and machinery.
- Knowledge, skills and/or abilities assessment tests may be conducted as part of the position screening process.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.