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| Title: Mail and Supply Assistant | Effective Date: June 17, 2023 | Grade: VII | Job Category: Admin. Support |
| Prior Title: Initial Distribution | Prior Effective Date: | Grade: | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under the supervision of the Mail and Supply Supervisor, this position is responsible for sorting, posting, collecting, and distributing mail at the Central Office headquarters and annex buildings.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Pick up and deliver mail to U.S. Post Office.
- Distribute, collect mail and packages throughout Central Office headquarters and all annex buildings.
- Sort mail according to destination.
- Examine outgoing mail for appearance, seal envelopes by hand or machine, and stamp outgoing mail by hand or with postage meter.
- Weigh mail and packages to determine correct postage.
- Process Certified, Priority, Express Mail and United Parcel Service packages.
- Daily receive, accurately record and deliver all incoming and outgoing packages and shipments to Central Office headquarters and all annex buildings (Federal Express, United Parcel Service, and other shipping companies).
- Assist storeroom personnel in moving and delivering supplies.
- Operate motor vehicle to transport mail, packages and supplies to designated facilities.
- Travel assigned routes to transport, deliver, or pick up mail; hand deliver mail to appropriate destinations.
- Provide training and mentoring to lesser experienced team members.
- Train on providing backup to the supply room.
- Assist in any mailroom and/or supply operations as needed.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in mailroom operations.

Knowledge, skills and abilities: Ability to accurately record transactions and operate computer terminal. Knowledge of United Parcel Service Worldship software. A working knowledge of the downtown area.

Physical requirements: Ability to lift up to 75 pounds with or without reasonable accommodation.

Working conditions: Mailroom environment. Frequent travel to pickup and delivery locations.

Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.