**Title**: Mail Services Supervisor

**Pay Scale Group**: 30

### Essential Function

Under general supervision from a designated administrator, supervise, assign, establish work priorities, discipline, train, review and evaluate the work of Mail Services employees. Oversee the processing and distribution of incoming/outgoing mail.

### Characteristic Duties

1. Supervise, assign, establish work priorities, discipline, train, review and evaluate the work of Mail Services employee.
2. Oversee meter readings for updating postage and complete presort daily reports.
3. Replace useable supplies.
4. Provide backup for Department Head.
5. Analyze trend of outbound mail for budgeting.
6. Reconcile and balance receipts and disbursements
7. Answer phone and e-mail regarding department.
8. Make staffing recommendations, time mail deliveries and determine number of mail locations delivered per route.
9. Process incoming and outgoing mail
10. Recommend cost savings in handling mail, equipment use and staffing.
11. Perform related duties based on departmental need.

### Unusual Working Conditions

- N/A

### Minimum Qualifications

- High school/GED diploma. Ability to lift up to 70 pounds is required; 18 months mail processing experience is necessary. This position requires the demonstration of computer keyboard efficiency. Experience must include at least one (1) year of supervision. Must have a current valid driver's license with an acceptable driving record.

**Last updated: March 2009**

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