



Proposed New Class
Series Adopted CSC 8.19.20

Storekeeper/Mail Technician I/II Classification Specification

JOB SUMMARY:

Under direct supervision at the entry level, and general supervision at the journey level, performs a variety of moderately difficult technical and administrative tasks and duties related to stores/warehouse and mail services; responsible for stores/warehouse activities such as ordering, receiving, inspecting, storing, and delivering materials, supplies and equipment and maintaining inventories; collects, sorts and delivers County-wide incoming and outgoing U.S. mail; prepares packages for shipment; performs a variety of clerical tasks; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Storekeeper/Mail Technician I is the entry level of the series; under close supervision incumbents perform the more routine mail and storekeeping duties while learning County policies and procedures and becoming familiar with County warehousing and/or records center practices. As experience is gained, there is greater independence of action within established guidelines. Incumbents are generally expected to advance to the journey level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class. Incumbents are generally expected to promote to the journey level within one (1) year of successful performance; however, positions may be permanently allocated at the Storekeeper/Mail Technician I level when limited to duties of a more routine, repetitive nature, or when predominately used to perform mail services tasks.

Storekeeper/Mail Technician II is the journey level in this series; incumbents at this level are expected to independently perform the full scope of stores/warehouse and mail services duties, using independent judgment in selecting and applying specific references, procedures, sequences and alternatives to different work situations. May perform as a lead when Storekeeper/Mail Technician I and II position/s are allocated.

SUPERVISION EXERCISED:

This class does not exercise supervision over other staff. May participate in training other staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS: *(Duties may include but are not limited to the following:)*

- Maintain the warehouse stock and related control records, including ordering supplies, rotating and changing stock and performing physical inventory of warehouse; organize materials and supplies to maximize space.
- Perform receiving duties at the warehouse, by accepting deliveries from vendors inspects packages and items for damages, quality and quantity; verify items with packing slip, making notation of damages; operate hand truck or forklift to unload items from delivery vehicles and to store items in proper place in warehouse; prepare and load all return items (shrink wrapping, documentation, palletize, etc.) from various departments.
- Collect and sort all incoming U.S. postal mail; bundle all mail to agencies and departments and deliver.
- Collect and sort all outgoing County mail to pre-sort and non-pre-sort; collect and sort all inter-office mail; meter all mail with correct postage for pre-sort and non-pre-sort; pack and prepare for post office delivery, adhering to timelines that result in timely routing/delivery.
- Maintain and distribute supplies, including: receiving and filling orders; tracking and storing supplies; delivering supplies to requesting departments.
- Communicate and coordinate delivery and/or pick up of items from the warehouse to departments. Prepare and load return items from various departments
- Maintain and administer all Jail Facility inventory including: meeting with jail staff to determine changes to inventory stock and facility needs; explains procedures to jail staff, and monitors use.
- Perform special requests including dealing with rush orders and answering inquiries to mail procedures.
- Deliver printed materials and special packages from Central Services to County departments; pick up and return any used or returned items.
- Perform basic maintenance of postal metering machines including refilling ink, refilling envelope sealing fluid, and adding funds to the postage machines.
- Maintain simple financial records of metered postage and certified mailings.
- Pull pallets and cardboard out of warehouse for recycling; coordinate with Facilities and Fleet for removal of recycling pallets.
- Maintain delivery vehicle in good working order by filling gas tank, checking tire pressure, engine oil, and maintaining safe and courteous driving habits.
- Maintain service of the shipping dock ramp.

- Coordinate maintenance of fork lift.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Postage Meter
- Computer
- General Office Equipment
- Delivery Van
- Pallet Jack
- Hand truck/dolly
- Forklift

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Storekeeper/Mail Technician I: High School or GED equivalent and six (6) months of clerical, customer service, or related work experience; or a combination of experience and training that provides the required knowledge, skills and abilities to perform the essential functions of the job.

Storekeeper/Mail Technician II: High School or GED equivalent and one (1) year of experience as a Storekeeper/Mail Technician I with Mendocino County; or one (1) year of experience performing duties that are equivalent to Storekeeper/Mail Technician I; or an equivalent combination of directly related education and experience performing duties that provide the required knowledge, skills, and abilities to perform the essential functions of the job, such as storeroom/warehouse activities, ordering and receiving supplies and materials, inventory controls, supply maintenance, preparing, sorting, delivering mail, etc.

Licenses and Certifications:

Valid Driver's License

Must obtain Forklift Operator Certification within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Rules and regulations, procedures and techniques related to the proper handling of US Mail.
- Standards, methods and practices of maintaining a warehouse/storeroom, including stock and inventory controls.
- Safety rules, regulations and procedures related to receiving and storage activities and equipment.
- Standard business arithmetic, including addition, multiplication, and subtraction.
- Basic recordkeeping, filing methods and records management techniques.
- Internal departmental policies and procedures.
- Procedures and techniques of ordering, receiving, storing, issuing and delivering supplies, material and equipment.
- Clerical and record keeping procedures related to shipping, receiving, storage and issuing of materials, supplies and equipment.
- Safety rules and regulations related to warehouse activities and the use of forklifts, hand trucks, pallet dollies, etc.

Skill in:

- Operating and performing routine maintenance of postage meters and general office machines such as copiers, facsimile machines and telephone systems.
- Operating delivery vehicle in a safe manner.
- Operating forklift and other types of lifts, hand trucks and dollies in a safe manner.
- Effectively organizing tasks and managing time to meet delivery timelines for incoming and outgoing mail and other deliveries.
- Exercising critical thinking to analyze and resolve a variety of situations and problems.
- Using tact, discretion, initiative and independent judgment within established guidelines.

- Using a computer to accurately enter and retrieve data and information.
- Communicating orally with internal staff, other departmental staff, vendors, and the public in order to relay and receive information in a courteous manner.

Mental and Physical Abilities:

- Read and interpret documents such as safety rules, operation and maintenance instruction manuals, procedures, etc.
- Maintain records related to ordering supplies and maintaining inventories.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Perform mathematical calculations.
- Establish and maintain effective, courteous, professional working relationships with co-workers, other County employees and others contacted during the course of work activities.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; considerable use of arms and hands; kneel, crouch, bend, or stoop; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 40 pounds; incumbent is occasionally required to push, pull, or move, objects weighing up to 100 pounds.
- While performing the essential functions of this job, the incumbent is regularly required to use feet, legs, hands and arms to ascend/descend ladders, stairs, scaffolding, ramps, irregular or uneven surfaces, etc.
- While performing the essential functions of this job, the incumbent is regularly required to use color perception and visual depth perception.

Working Conditions:

- Work is performed in a normal office environment and in a warehouse environment with exposure to hot temperatures, dust and dirt, fumes or airborne particles.
- While performing the essential functions of this position the employee is regularly exposed to outdoor weather conditions, toxic or caustic chemicals, and work near moving mechanical parts.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.
- Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.
- Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Storekeeper/Mail Technician I/II

CLASS CODE: I:TBD / II: TBD

DEPARTMENT: Executive Office – Central Services

REPORTS TO: Administrative Services Manager or other as assigned

FLSA STATUS: N

CIVIL SERVICE: YES

BARGAINING UNIT: SEIU

ADOPTED:

History Notes: This classification was created to address duties performed by Mail Technician I/II that now include responsibility for stores/warehouse and various inventories.