

## **PRINT SHOP COURIER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the efficient delivery of a variety of mail and other material requiring the use of mail carts and a motor vehicle. This work also involves the use and knowledge of postal machines for metering various classes of mail and the responsibility for determining the appropriate rates, according to class of mail. Responsible for receiving, handling, sorting and delivery of all metered and Interdepartmental mail and completed print jobs. Also is responsible for large dollar amounts of checks and numerous employee checks. Also responsible for postage accounts. The work is performed under general supervision of the Print Shop Manager with leeway allowed for use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES :**

Picks up mail at Post Office and delivers to mailroom for sorting;  
Delivers mail and similar materials between departments and other agencies;  
Sends invoices for charges incurred in the print shop (print shop, graphic designer, and postage meter) depending on who is responsible for charges, receives payments or performs journal transfers;  
Maintains records of certified mail, bulk mail, postage due and business reply accounts;  
Operates automobile to pick up and deliver mail and completed print jobs;  
Ensures the timely delivery of all mail and packages;  
Operates postage meter to stamp out-going mail according to class of mail and current rates;  
Verifies daily balances on metering machines to ensure proper accounting;  
Performs postage rate updates;  
Monitors and maintains mail processing and related equipment and arranges service and repair calls;  
Manages postal accounts and records for all department codes and outside agencies;  
Drives routes and delivers mail to all County departments;  
Walks routes to County, State, and City buildings;  
Organizes, labels, and records mailings for school, village, and town taxes;  
Loads and delivers tax bills to the Post Office;  
Meters and mails out receipts for school, town, and village taxes;  
Assists in the printshop with, but not limited to, bindery work, sorting, folding, tabbing, etc., when needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS :**

Good knowledge of Postal regulations, mailing restrictions, rates, and postal transactions and procedures;  
Good knowledge of business arithmetic;  
Working knowledge of office terminology, routines and equipment;  
Ability to safely operate light automotive equipment;  
Ability to keep simple records;  
Ability to understand oral and written directions;  
Ability to work well with others;

Ability to lift and carry moderately heavy items such as mailbags and boxes;

Accuracy;

Clerical aptitude;

Dependability;

Ability to compute postal rates;

Tact and courtesy.

**MINIMUM QUALIFICATIONS:**

A) Possession of an Associate's Degree and six months experience in computer data entry, shipping, delivery services, invoicing, running production equipment, or as a messenger; OR

B) Graduation from high school or possession of a high school equivalency diploma and eighteen months experience in computer data entry, shipping, delivery services, invoicing, running production equipment, or as a messenger; OR

C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Possession of a valid appropriate level Motor Vehicle Operator's License.

R1230 7/10/24 (Revised 3/11/25)

COMPETITIVE