

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Post Office Technician I
GRADE: 3
REPORTS TO: House Post Office Supervisor

POSITION SUMMARY: This is an at-will, non-partisan position. The Post Office Technician implements the systems necessary to processes mail within the House Post Office.

NATURE AND SCOPE: The technician functions as support to the Post Office Supervisor and process the incoming and outgoing mail on a daily basis and other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Incoming mail from the U.S. Postal Service is delivered daily. Included in the deliveries are mail, other shipments, Interdepartmental Mail, boxes and supplies for the House of Representatives. The incoming mail is sorted and delivered to the Representative's, partisan, non-partisan and central staff offices.
2. The outgoing mail is generated by the above sources. The mail needs to be sorted, weighed and metered/postmarked. The Postmaster must develop and oversee the implementation of House Post Office Guidelines and Procedures which conform to the regulations of the U.S. Postal Service, UPS, Federal Express, etc. as well as House regulations concerning policy on allotments, etc.
3. The technician must also incorporate new postal requirements and/or House guidelines into the mail processing system to meet deadlines and election requirements.
4. The technician is responsible for providing accurate and timely mail service for the House of Representatives.
5. Have operating knowledge of all mail room equipment and procedures.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.