



POSTED: 4/22/16

JOB OPPORTUNITY #: 724-1194

OFFICE SPECIALIST

MAIL SERVICES

Responsibilities:

Bundles and wraps outgoing mail by hand; affixes labels in accordance with postal regulations; counts and records the number of bundles and copies handled; completes forms and tracks information on insured, certified and registered mail. Sorts mail according to destination and type; folds and inserts documents into envelopes either by hand or machine; weigh and compute postage; collects and handles all outgoing packages using parcel shipment vendors. Provides customer service to all county offices; process information in accordance with department procedures; enters data into a computer system; completes and maintains reports; order and receive supplies; maintain and reconcile records of expenditures; investigate and implement procedures to reduce costs. Maintain mailroom procedures and processes in conjunction with USPS regulations to receive discounted postage when possible. Attend educational seminars to stay up to date on all mailing industry standards and procedures. Assist county offices in maintaining standards that meet USPS regulations; act as primary contact for all USPS regulations. Assist county offices with document scanning and filing as time permits. Maintain envelope, paper and toner inventory.

Status: Full Time; Benefited

Working hours: 8:00 a.m. – 5:00 p.m., Monday through Friday.

Qualifications:

High school diploma or GED and a minimum of one year of related clerical or customer service experience, or equivalent combination of education and experience; typing skills and familiarity with computer software programs; MS Word and Excel experience required; **must have a valid driver's license with an insurable driving record and the ability to lift and carry up to 50 pounds. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy. Preferred qualifications include excellent organizational and customer service skills with the ability to handle multiple tasks and meet deadlines.**

Starting Hourly Salary: \$13.10 - \$13.92

Deadline for Application: Applications will be accepted until the posting is removed.

Apply online at www.showmeboone.com or in person at the Human Resources Department, 613 E. Ash, Room 102, Boone County Annex, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

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