

**JOB TITLE: MAIL SERVICES SPECIALIST**

**JOB DESCRIPTION:**

This employee is responsible for the day-to-day operation of the mail room. In addition, this employee has the responsibility of driving a designated route each day and picking up and delivering intrasystem mail.

Duties of this position include but are not limited to:

1. Assisting in the development of all routes and schedules for maximum efficiency.
2. Organizing materials to be delivered each day.
3. Picking up and delivering materials to various cost centers and post office as assigned.
4. Assisting and supervising the preparation and processing of all outbound mail and package shipments.
5. Maintaining cost records of services performed for each cost center.
6. Assigning specific daily tasks to the courier staff.
7. Assisting and coordinating the sorting of all intrasystem, inbound mail and parcel shipments.
8. Handling confidential information and/or high value documents/items including cash.
9. Cleaning and caring for his/her assigned vehicle.
10. Evaluating personnel.
11. Performing other duties as assigned.
12. Supervising the movement of records from school and department sites to warehouse storage and coordinating efforts with departments regarding storage and/or destruction.

**REQUIRED QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Appropriate valid Florida driver's license for vehicle(s) driven.
3. Demonstrated record of safe driving.
4. Effective communication skills.
5. Experience developing delivery routes.
6. Experience with processing and delivering mail and packages.
7. Experience with basic bookkeeping.

**DESIRED QUALIFICATIONS:**

1. Good physical stamina.
2. Knowledge of the Pasco County geographic area.
3. Demonstrated leadership ability.
4. Previous experience in a leadership position.