

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIVISION OF OPERATIONS
LSO/LEGAL SUPPORT SERVICES
SAN FRANCISCO**

DUTY STATEMENT

NAME: _____

JOB TITLE: Office Technician (G) - MAILROOM

STATEMENT OF DUTIES: As a member of a legal support team, the incumbent performs complex and technical duties in the mail room of the Office of the Attorney General. Under the general direction of the SSM II and the immediate supervision of a Business Services Officer, incumbent must be able to effectively carry out assigned tasks with minimal supervision, display independence, work in a team environment, possess strong communication skills and work well under pressure to meet short deadlines.

SUPERVISION RECEIVED: Reports directly to the Business Services Officer I (Supervisor). May take direction from the Business Services Officer II (Supervisor) and management staff.

SUPERVISION EXERCISED: None. May act as lead over other clerical staff, Seasonal Clerk(s), and Student Assistant(s).

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS: Interior workstation in a smoke-free environment. The incumbent is regularly required to sit, stand, and walk for extended periods of time while opening, sorting, posting and processing incoming and outgoing mail for legal and administrative staff. Required to lift up to 40 lbs. on a daily basis (Std. 610 and Std. 910 required) and other physical tasks (e.g., bending, stooping, climbing, kneeling, reaching, twisting, pushing, pulling).

ESSENTIAL FUNCTIONS:

- 45%** Distributes incoming mail, collecting outgoing mail, affixing postage and depositing mail at correct sites. Processes all courier mail from other Attorney General's Offices statewide. Performs office mail deliveries and inside mail runs. Familiar with current U.S. Postal Service rules and regulations such as special postage rates, certified mail, registered mail and various other courier and messenger service functions. Processes legal documents received during the outside court runs to the San Francisco Superior Court, California Supreme Court, First District Court of Appeal and U.S. District Courts as well as other

departments and agencies. Assists the BSO with contacting vendors regarding issues with the various mail equipment or may contact the U.S. Post Office to resolve problems or concerns. All duties are performed independently with minimal supervision.

- 30%** Utilizes various computer based databases to accurately and timely input information for incoming and outgoing mail. Directly responsible for the maintenance and operation of complex mail room equipment such as the Pitney Bowes Connect 2000 and 3000 postage machines. Operates and maintain all mailroom equipment. Assists with the postal expenditure reports, STAT Delivery tracking system reports.
- 10%** Collects all USPS mail at the loading dock and prepare all outgoing mail for shipment. Operates mail and package tracking device to ensure delivery and accountability of all incoming deliveries. Acts as Lead to Seasonal Clerk(s), Student Assistant(s), and Office Assistant(s) to ensure the tasks or projects are completed in a timely fashion. Ensures accuracy of all incoming and outgoing billing references such as GSO, FedEx, OnTrack, and messenger deliveries.
- 10%** Provides back-up to support other administrative related and clerical duties such as reception desk, Print Shop, and basic telecommunication tasks. Operates office equipment and machinery such as multi-function copiers, scanners, binding machines, drill press, heavy duty cutter, and electric pallet jack fork lift.

MARGINAL FUNCTIONS:

- 5%** May perform other duties at the request of the BSO I or BSO II.

I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

(Updated 12/12)