



## Arkansas Game and Fish Commission Employment Job Posting

MAIL SERVICES SPECIALIST - AGFC MAIL SERVICES SPECIALIST

POSITION NO: 22095890

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 13, 2023

Advertisement Closes: Jan. 30, 2023

Full Time: Yes

Salary: \$35,000.00 - \$35,000.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus six months of experience in mail services operations. Training on all equipment and processes provided.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

N/A

Knowledge, Abilities, and Skills:

Knowledge of mail handling rules and regulations. Knowledge of computers and record-keeping principles. Knowledge of printing operations and procedures. Ability to lift 30 lb boxes. Ability to stand for lengthy periods of time. Ability to post and sort mail and operate postage equipment. Ability to maintain postage records and reports of activity. Ability to operate and maintain printing equipment.

Preferred Knowledge, Abilities, and Skills:

N/A

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

The Mail Services Specialist is responsible for the receipt and distribution of incoming and outgoing mail for processing. Also, responsible for printing forms, pamphlets, and other requested materials. This position is governed by state and federal laws and agency policy.

Typical Functions:

Receives and distributes incoming mail and packages. Picks up interoffice mail for transfer and delivers to designated sections. Signs for insured, certified, and express or other mail requiring a signature. Receives and prepares outgoing mail or packages; weighs and affixes postage according to postal rules and delivers mail for pick-up. Transports mail requiring special handling, such as insured packages, certified, registered mail, bulk mail, and other to the post office. Operates postage meter, weighs packages and assigns postage. Follows proper opening and closing procedures for the mail room and maintains and organizes records. Receives and reviews print job orders, determines materials needed, and sets up and operates printing presses, plate-making equipment, paper cutting, drilling, and folding machines to print and produce request orders. Controls press while printing, to ensure quality and a proper number of copies and reviews finished print jobs. Inventories and orders supplies. Coordinates repair of any postal equipment and printing equipment as needed. Performs other duties as assigned.

Specific Duties and Responsibilities:

See "Typical Functions"

Certificates, Licenses, or Registrations:

Must possess a valid Arkansas driver's license.

Special Job Dimensions:

N/A

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.