

Anoka Hennepin Independent School District #11

Position Standard

Technology Specialist (A) – Mailroom Clerk/Bindery Technician

Perform tasks related to receiving, processing, mailing, and distributing intra-district, postal service, and commercial mail. Operate high-speed copiers or bindery equipment used in assembling printed materials prior to shipping.

Essential Functions:

- Sort incoming and outgoing mail and packages; place intra-district mail in appropriate boxes for school and office delivery.
- Deliver mail and packages received from the postal service, United Parcel Service, Federal Express, and other express agencies.
- Process outgoing mail using a scale and postage meter; determine class or type of rate for sending mail together with related costs.
- Direct the preparation of permit mailings and complete related forms.
- Maintain accurate information related to changes in postal rates and regulations.
- Maintain an inventory of paper and supplies.
- Maintain the mailroom in a neat and orderly condition.
- Reorganize mailboxes as required.
- Use Microsoft Office applications to perform mail merge functions and manage mailing lists and postage records.
- Prepare and operate copiers.
- Fasten sheets, signatures, or other printed materials together, or adjust or tend machine that inserts wire or plastic binding strips into punched holes to fasten pages and covers together.
- Remove, stack, and pack printed material in various stages of completion on pallets as it accumulates on delivery table of machines.
- Insert illustrated pages, extra sheets, and collated sets into catalogs, periodicals, directories, pocket portfolios, or loose-leaf binders, and insert sheets and apply labels to envelopes or periodicals by hand or machine.
- Other duties as assigned by the Print Shop Production Supervisor.

Minimum Qualifications:

- High School Diploma or equivalent.
- One to two years experience with machinery listed above.
- Ability to work independently.
- Well organized and efficient.
- Ability to work cooperatively with staff.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift/push/pull/carry a minimum of 50 pounds.
- Must be able to stand for long periods throughout the day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Physical Factors include:

Constant: work in a very noisy warehouse environment; daily exposure to paper dust, chemicals, cutting equipment and other heavy machinery; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation, and field of vision;

Frequent: some work is performed on computer-controlled equipment, requiring the use of a keyboard; standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.