



MAIL SPECIALIST

NATURE OF WORK

This is responsible work that involves sorting, screening, opening and testing all incoming mail and packages for delivery to Senate offices; detecting hazardous or potentially hazardous items; responding properly to suspicious item detection; and maintaining accurate daily records of all materials received for delivery. Work is performed according to detailed safety protocol as set by Senate scientific advisors. Work is reviewed by a Lead Mail Specialist or section Supervisor for quality and quantity of work performed and adherence to policies and procedures.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Ensures all letters and packages are properly opened and examined, and all safety procedures are performed; operates x-ray machines for inspection of the contents of mail and packages received; ensures all letters and packages are properly clipped, jogged, and are free of biological, chemical, nuclear, hazardous material contaminants.
- Dons and doffs full body personal protective equipment properly.
- Swabs equipment properly and correctly takes samples; decontaminates work area on a daily basis.
- Maintains accurate records, by category, of the volume of all materials received daily; verifies that all mail received has been screened.
- Submits timely attendance and time record forms.
- May occasionally work nights and/or weekends in order to handle backlog of mail received.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a lab environment and requires prolonged sitting and standing in a controlled negative air environment while donning full body personal protective equipment; physical strength and agility to safely lift and carry up to 100 pounds; and necessitates frequent bending, squatting, reaching, and walking for extended periods of time. Work exposes the employee to the threat of hazardous biological, chemical, nuclear materials; and noise from the air handling equipment. Radiation protection badge is required to be worn at all times.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and one to three years of mail room experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:



- Knowledge of mail room operational procedures including U. S. Postal Service regulations and procedures.
- Knowledge of safety precautions associated with the operation of a mail facility.
- Ability to effectively follow security procedures.
- Ability to work in a controlled environment while wearing personal protection equipment.
- Ability to learn the safe operation of an x-ray machine and operation of other electronic mail facility equipment.
- Ability to recognize and take proper action when encountering hazardous items received.
- Ability to accurately enter information into a computer.
- Ability to complete and maintain accurate, neat, and timely records.
- Ability to establish and maintain effective working relationships with supervisor, coworkers, and others encountered during the shift.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.