

# CITY OF SIMI VALLEY

## SUPPORT SERVICES WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, provides general assistance within the Support Services division and related assistance to other departments as assigned; assists in various print shop functions; processes City mail and provides delivery and messenger services; maintains equipment and inventory of supplies; and provides general assistance in moving and/or disposing of furniture and equipment.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform City mail processing duties; pick-up City mail from the post office; sort mail twice a day including interoffice correspondence; transport mail between City facilities twice a day.
2. Coordinate outgoing United Parcel Service transactions including packaging and logging; coordinate bulk mailings including counting, sorting and packaging.
3. Provide delivery and messenger services; drive City vehicle to deliver paper and other packages to City facilities as required.
4. Receive miscellaneous packages and materials in the warehouse; distribute and deliver as required.
5. Deliver and distribute various supplies to City facilities; deliver completed print jobs to employees as required.
6. Provide assistance in performing a variety of print shop functions; operate a variety of print shop equipment including but not limited to folding machine, cutter, stapler, jogger, comb-binder and velobinder in a safe and effective manner; oversee maintenance service.
7. Operate high-speed copier; run jobs; respond to requests for duplication services.
8. Provide binding, cutting, padding, collating and folding services.
9. Monitor copier machine and call for maintenance service on copier as needed.
10. Move desk and other office furniture as required; coordinate disposal of furniture and equipment as necessary.
11. Organize, maintain, and dispose of City records in accordance with City records destruction policy.
12. Maintain adequate inventory of mail supplies; assists in stocking supplies, materials and equipment; maintain warehouse equipment and supplies in a clean and orderly manner.

13. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Methods and techniques of mail processing.  
Postal system policies, procedures laws and regulations.  
Operation and maintenance of print shop related equipment.  
Modern office procedures, methods and equipment including computers and supporting software applications.  
Occupational hazards and standard safety practices.

#### **Ability to:**

Process, sort and distribute mail.  
Drive City vehicle to make deliveries.  
Learn laws, rules and regulations of postal and mail carrier services.  
Lift and carry heavy, moderate or light mail bins and packages.  
Move heavy office furniture and equipment.  
Operate print shop equipment in a safe and effective manner.  
Prioritize projects to meet deadlines.  
Operate all mail equipment in order to prepare outgoing mail.  
Operate office equipment including computers and supporting software applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Understand and follow oral and written instructions.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

Equivalent to the completion of the twelfth grade.

#### **Experience:**

Two years of general office and warehouse experience that includes the use of a variety of office equipment.

#### **License or Certificate:**

Possession of, and ability to maintain, an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and print shop environment; travel from site to site; exposure to computer screens, heat, noise, vibration, moving objects/vehicles, electrical energy, dust, solvents; work with machinery.

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**Physical:** Sufficient physical ability to work in an office setting and operate office and print shop equipment; walking, standing or sitting for prolonged periods of time; use of hands and arms for prolonged periods of time; heavy, moderate or light lifting and carrying; repeated pushing, pulling, kneeling, and bending; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; ability to distinguish colors.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: January 2004  
*Johnson & Associates*

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