

Oklahoma Department of Corrections
Unclassified Job Descriptor

MAIL ROOM SUPERVISOR

Basic Purpose:

Positions in this job are responsible for processing incoming and outgoing agency mail, providing printing and copying services, and maintaining a supply room of office supplies for the administration building.

Typical Functions:

- Properly handles and delivers USPS mail; acts as service agent for deliveries and certified mail; advises customers on best practices for preparing outgoing mail; maintains a log of incoming/outgoing certified mail; delivers in-house mail to executive staff, delivers purchase orders and parole packets to the capitol, picks up warrants and signed parole packets from the capitol. Provides a monthly report of postage usage.
- Provides production printing to the agency, ensuring deadlines are met; scans and/or programs documents for printing; assists customers in document specifications for printing. Establishes quality control standards and determines economical and efficient methods of production.
- Develops and monitors budgetary allocations for document services. Maintains a record of printing requests and cost to produce the request. Ensures copier contracts and service agreements are current. Provides vendors with requested data; tracks copier usage; serves as contact person for copiers needing service.
- Orders, maintains, and provides office supplies to staff assigned to the central office administration building. Maintains a perpetual inventory of supplies on hand and prepares purchase orders as needed.
- Operates and provides training on other office machines, i.e. multifunction copiers, poster maker, VeloBind, binder, drill, booklet stapler, industrial paper cutter, and folder.
- Supervises offenders who assist with document finishing, inventory, clean-up, unloading deliveries, and delivering boxes to central office staff.

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Knowledge, Skills, and Abilities:

Knowledge of U.S. postal requirements; of modern office methods and procedures; of the maintenance of complex records; and of various types of office equipment. Ability to establish and maintain effective working relationships; to handle confidential work; to interpret and handle routine matters in accordance with department policy; and to follow oral and written instructions.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Four (4) years of experience in customer service, mail room operations, printing/copying services, or technical clerical work; or an equivalent combination of education and experience.

Preferred Qualifications: N/A