

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

**DUPLICATING & MAILROOM COORDINATOR
FLSA: NON-EXEMPT – PAY GRADE: 6 – C**

JOB FAMILY: CAMPUS SERVICES

JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Duplicating & Mailroom Coordinator coordinates the receipt, sorting, and delivering of mail and parcels for the assigned campus and assists staff and faculty with varying walk in print requests. This position may supervise student assistants and may provide general administrative support depending on the volume of duplicating work to be processed and the amount and kind of mail to be processed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES *(Depending upon assignment)*

Receives, picks up, organizes, and disburses incoming mail, packages and equipment for assigned campus. Maintains records on items received files transmitted, returns, and accounting for all mailed or shipped products.

Receives request via email, phone, or in person from faculty and staff to pick up mail, packages, supplies, and equipment and ensures proper, secure, and accountable delivery to other departments, campuses, or outside recipients.

Performs copy room duties and requests from all faculty, staff and special need students for copies, posters, and lamination of documents sent via email, phone call, or print request form submitted in person with master copy.

Assists staff and faculty with varying walk in print requests on proper operation, programs, and usage of various machines in the duplicating area to ensure meeting of specifications and requirements for classes, special needs students, or events.

Delivers supplies, pallets, large items, and equipment to individuals and departments at assigned campus via forklift or truck.

Coordinates tasks with receiving team. Receives different items/assets into PeopleSoft to identify the correct custodian and location and delivers to correct custodian.

Restocks and performs troubleshooting and maintenance on copy machines in various buildings. Makes service calls to tech via web or phone for repairs and maintenance.

Operates forklift and pallet jack to receive supplies and equipment off trucks at loading dock.

Orders and replenishes supplies for mailroom and copy machines at assigned campus.

Assists with annual inventory of college property and equipment for assigned campus. Verifies and scans college assets and assists in locating missing assets.

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Provides mailroom and duplicating request support to create and maintain a campus environment supportive of student needs.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over student assistants, as assigned.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree supplemented by a minimum of two (2) years of related experience.

PREFERRED QUALIFICATIONS

Previous administrative support experience that provides the ability to operate modern duplicating equipment and knowledge of mailroom duties and responsibilities.

Forklift Operator Class III Certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate modern duplicating equipment. Must be able to exert ten to fifty pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require frequent bending, stooping, crouching, and/or reaching. Tasks require coordinated movements of fingers and hands. Physical demands are in excess of sedentary work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of duplicating equipment, assembled materials, and supplies.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various backgrounds.

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Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, faculty, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: May not require the ability to talk or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/07; Revised 8/21/23