



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:                   OFFICE SERVICES ASSISTANT I - III**

**DEFINITION:** Under general supervision, distributes and processes mail, books and variety of other materials, and either directly or assists in the operation of printing, reprographic, binding, and other equipment.

**REPORTS TO:**   Office Services Supervisor

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I   -   Performs routine duties of the classification, including the distribution and processing of mail and operation of metering machine.

Grade Level II   -   Performs the duties of the classification, including the operation of complex machinery such as the folding, metering and insertion machines, high volume copiers, paper drill, bindery equipment, or power paper cutter and folder.

Grade Level III   -   Participates in and supervises the work of subordinates; responsible for the operation of a centralized mailroom or distribution area.

**EXAMPLE OF DUTIES:**

- Collects, sorts and distributes interdepartmental mail, books and other items between City locations by automobile, truck and foot.
- Carries registered mail from the City mailroom to the United States Post Office;
- Operates mailroom equipment including folding, metering and insertion machines;
- Weighs and posts United States mail;
- Maintains records, prepares reports;
- Operates, cleans, maintains, and adjusts quality on high-volume copiers;
- Trims, folds, pads, drills, and collates printed and copied finished stock;
- Binds books and manuals by stitching, taping, stapling, or with spiral bindings;
- Operates power paper cutter and paper folder;
- May supervise the mailroom operations and staff;
- May load and operate a delivery truck or van;
- May ensure truck or van is properly maintained;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Ability to effectively operate a variety of machines and equipment involved in collecting, collating, weighing, and stamping mail;

OFFICE SERVICES ASSISTANT I – III (continued)

Ability to effectively identify, sort and deliver mail, books, materials, and equipment according to destination;

A valid motor vehicle operator's license;

Ability to lift and move objects weighing up to 50 pounds in weight;

Ability and willingness to work occasional overtime and split shifts;

Some positions require the ability to effectively operate high volume copying and binding equipment;

Previous mailroom, delivery or reproduction experience is highly desirable.

**HISTORY:**

Title change and consolidation of Reprographics Assistant and Messenger/Mail Clerk I - II classifications: 03/18/98.

Approval/Adoption Dates: 02/17/98 - Human Resources Department  
03/18/98 - Civil Service Commission