



# MIKE FASANO

# Job Description

TAX COLLECTOR/PASCO COUNTY/FLORIDA  
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

## JOB TITLE: SUPPORT SERVICES SPECIALIST I

### GENERAL DESCRIPTION

Specialized clerical and manual work involving moderately complex work methods, problems and equipment in central mail, supply and processing.

### DUTIES

Ability to perform the following with or without a reasonable accommodation under the ADA:

- Processes incoming and outgoing mail for all departments. Operates automated folder/insertion machine and postage metering machines. Delivers and picks up mail and packages from post office. Records certified mail.
- Weighs and processes packages for UPS. Maintains log of charges for each department.
- Files receipts, logs reports and maintains records of processed mail.
- Provides messenger and courier service between various buildings, offices and facilities.
- Drives car, truck or van as required. Packs materials and equipment into boxes or bags. Loads and unloads vehicle. Delivers items to appropriate area of office.
- Locates and transports records and other items to and from warehouse.
- Performs general clerical work. Keeps routine records and makes reports. Fills supply orders from Branch Offices. Process paperwork to order official forms.
- Assists with records retrieval requests.
- Restocks workplace with forms and other required items.
- Prepares mail and packages.
- Interacts with US Post Office employees and other vendors.
- Performs other tasks within the Support Services Department and other areas of the Tax Collector's office as required.
- Assist other departments, offices and governmental agencies as required.
- Performs general office and branch office maintenance.
- Assists in maintaining a clean and orderly workplace.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

- Office methods and procedures.

Ability to:

- Learn office policies and laws, regulations, practices and procedures relating to the office.
- Understand and carry out oral and written instructions.
- Understand and utilize postal regulations.
- Adhere to prescribed routines.
- Sort and carefully handle mail, equipment and other items.
- Learn location of various buildings, offices and facilities.
- Skillfully operate a car, van and or light truck.
- Maintain records and prepare reports.
- Make arithmetical calculations with speed and accuracy.
- Learn to operate various office equipment.
- Establish and maintain effective working relationships with co-workers, the general public and other governmental agencies.
- Communicate effectively with others in written and oral form.
- Read for comprehension.
- Ten key by touch very helpful.

Skills:

- Sit or stand for extended periods of time.
- Stand, stoop and bend in procuring or storing inventory items, records and related items; processing the work items of the office, loading and unloading vehicles.
- Retrieve and distribute license plates, forms and related items.
- Lift and transport 60 lb boxes of supplies to required work locations.
- Climb a ladder.

## **ATTENDANCE**

Current office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. Additional hours may be required both before and after regular work hours and sometimes on weekends.

### **EDUCATION, TRAINING AND EXPERIENCE**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

*A comparable amount of education, training or experience may be substituted for the minimum qualifications.*

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's License. Safe driving record preferred.
- Must be able to obtain an appropriate Florida commercial classified license if required.