

KEMPSVILLE RESCUE SQUAD INC.
P.O. BOX 62345 • VIRGINIA BEACH, VA. 23466
804-340-KVRS

JOB DESCRIPTION
MAIL OFFICER

REPORTS TO

President

RESPONSIBILITIES

Retrieve mail from post office box.

Distribute mail to the following squad mail boxes or slots as appropriate:

- Vendor letters, including bills, to Treasurer's box
- Vendor catalogs to Catalog File
- Other vendor promotional literature to appropriate officer's box (or to President's box if uncertain how to handle)
- Fund Drive returns and other donations to box of Assistant Treasurer for Donations
- Magazines & newsletters to magazine rack
- Other items to President's box

Accomplish above tasks at least once per week or before post office box gets filled to capacity, whichever comes first.

Purge Catalog File of obsolete catalogs each time a new catalog is added.

Maintain a magazine rack and magazine binders. Current issues go on rack, old issues go in binders. Purge issues older than six months.

Maintain mail slots for all members (including Apprentice, Associate, Administrative, and Inactive Life members; not including Honorary Members). Mail slots shall be arranged or indexed so that particular mail slots can be found quickly.

Monitor amount of postage resources available in the company office, and replenish such resources before they are exhausted. "Postage resources" may include, at the President's discretion:

- Stamps
- Envelopes with USPS-approved postage embossment
- Prepaid postage as registered on Pitney Bowes or other mail machine

Coordinate with Treasurer to generate checks for postage resources, when such resources must be prepaid.

Direct requisition orders and recommendations for process improvement to the President.

QUALIFICATIONS

Must be an Apprentice, Associate, Administrative, Full, Active Life, or Inactive Life Member of Kempsville Rescue Squad Inc. or Kempsville Volunteer Fire Department, Incorporated.

Must be trustworthy with respect to delivering sensitive information to intended recipients.

Must have own means of transportation to and from post office.

BENEFITS

In addition to the standard benefits of rescue squad or fire department membership, the incumbent and his or her personnel file shall receive documentation from the President that verifies the incumbent's service as Mail Officer, and that describes the associated responsibilities.