

2019 PROGRAM SPECIFICATION
PIE

PROGRAM #: 663

STANDARD PROGRAM: Mailroom Clerk

TARGET POP: RCHSD staff

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 8:00 am – 12:00 pm

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

Vendor shall provide .5 FTE contracted staff and payroll services for the following positions:

Mailroom Clerk

Basic Function

To provide support services to the staff of the Racine County Service Center (RCSC) by assuming the responsibility for promptly and accurately routing all incoming, interoffice and outgoing mail.

Essential Duties

1. Collect all outgoing mail and separate according to billing units. Put into bags to be taken to the courthouse for postage.
2. Maintain chart listing current regular and presort postage rates.
3. Collect correspondence every morning designated for other county departments and direct it to the Courthouse for further distribution according to established procedures. Distribute all interoffice mail delivered to the Dennis Kornwolf Service Center to appropriate division, unit or staff person.
4. Prepare case records for mailing via UPS to Madison for quality control review.
5. Collect and distribute interoffice mail daily to appropriate division, unit or staff person.
6. Open, date stamp, sort and distribute all incoming mail delivered by the postal service to the appropriate division, unit or staff person.
7. Weigh and affix postage for all packages going out UPS through our online account.
8. Substitute for other clerical staff when needed.
9. Use the computer programs available (currently HSRS and CARES) to obtain information needed to distribute mail that is not properly addressed.

Supervision Received

Receives supervision from Administrative Supervisor.

Qualifications

Education and Experience

- High school diploma or GED equivalent and three year's experience. The work experience must be in a responsible position dealing with confidential matters
- Prompt and regular attendance.

Knowledge, Skills and Abilities

- Ability to understand and carry out verbal and written instructions.
- Ability to identify and remember staff names, positions and changes for correct distribution of mail.
- Ability to deal with staff in a tactful and courteous manner

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.