

Daily Mail

Step One – Mail Retrieval

Mail usually arrives daily between the hours of 12:00 and 3:00 p.m. The mailbox is located across the street from the Park Administration building on the south side of Braemar Lane. The Assistant to the Executive Director is responsible for retrieving, opening, and distributing mail. The Office Staff are responsible for stamping and mailing of outgoing letters and packages.

- Retrieve the office key ring located in the top front counter drawer and choose the key labeled mailbox.
- Go directly to the mailbox and open the bottom drop door. Mail should be visible but if not, open the top drop door and check to see if mail is in the top.
- Retrieve mail and carry back into building.

Step Two – Mail Distribution

- Separate mail according to addressees.
- Disperse **unopened** mail to appropriate employee mailboxes that are located in the back office hallway labeled for each employee.
- **Open** mail that are bills for utilities, contractors, suppliers, etc. and any mail that is marked accounts payable. Place mail contents in Bookkeeper's desk inbox.
- Any mail addressed to a park board commissioner is placed in Assistant to Executive Director's mailbox for handling.

Step Three – Outgoing Mail

- Retrieve outgoing mail from mailbox attached to employee mailboxes located on the office side counter.
- Place correct postage on envelopes. Postage sheets can be found in the third drawer bin located on the side arm of the front desk.
- All outgoing mail is placed either in the Park mailbox, taken to the post office or to a nearby mailbox for postal pickup.