

**JOB ANNOUNCEMENT**

**Posting Date:** 09/24/19  
**Position:** Mail Services Specialist  
**Supervisor:** Manager, Member Services  
**Location:** Nashville, TN

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**Job Summary:**

To properly sort, process, and distribute all daily incoming and outgoing mail.

**Primary Job Responsibilities:**

1. Open and sort mail on the Opex mail opening machine at a rate of one hundred eighty (180) pieces per hour for three and one-half (3.5) hours per day
2. Batch and scan claims
3. Open mail by hand if necessary while mail opening machine is used by another employee
4. Open large mail by hand and sort into appropriate categories
5. Prepare History batches for scanning
6. Scan History documents
7. Assist with return of x-rays
8. Deliver mail to the appropriate departments or individuals
9. Pick up mail, interoffice mail and claims at 2:00 p.m. each day
10. Sort incoming mail
11. Daily pull claims listed on the RRI Inventory "Rejected On" report and distribute claims to appropriate departments
12. Place cart in vault and lock vault at end of day
13. Assist with member services data entry as needed.
14. Performs other related assigned duties as necessary to complete the Primary Job Responsibilities as described above.

**Minimum Qualifications:**

High School diploma or equivalent is required. One (1) year of experience using Microsoft Excel or basic computer experience necessary. Position must have one (1) year of mailroom or clerical experience and must be able to lift a minimum of thirty (30) lbs.

**Disclaimer**

*This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.*

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**To Apply:**

Complete the [Delta Dental of Tennessee Employment Application](#).

We also ask that you complete and submit the Self-identification Forms for [Gender](#) and [Disability](#). We request this information because we do business with the federal government which requests this data. Completing these forms is voluntary, and any answers given will be kept private and will not be used during the hiring process or used against you in any way.

Submit the application and the Self-identification Gender and Disability forms to:

**Fax to:** (615) 244-8108

**Mail to:**

Delta Dental of Tennessee

Human Resources

240 Venture Circle

Nashville, TN 37228

Delta Dental of Tennessee is an Equal Opportunity Employer.

[Read our complete EEO Policy](#)