




GENERAL SERVICES

Supplying the Greene County Campus with
outstanding customer service



GREENE COUNTY GENERAL SERVICES

ABOUT US

- Central Supply
- Microfilm/ Scanning
- Printshop
- Mailroom
- Receiving/
Distribution

***“We’re more than just
the mail”***

STAFF

MANAGER AND
COORDINATOR

Elizabeth Riebold ext. 6188

Samantha Turner ext. 1613

DISTRIBUTION
CLERK

Chuck Suchoski ext. 1615

MICROFILM
OPERATOR

Jovanni Balsamo ext. 6500

PRINT OPERATOR

Troy Shirk ext. 6164

CENTRAL SUPPLY

- Providing on-site inventory to office supplies and copy paper
- Delivering supplies to all county offices
- Use of Eden to track inventory for receiving and distribution
- New items can be added depending on the need of supplies
- We have over 100 supplies, including paper products and boxes



MICROFILM/ SCANNING

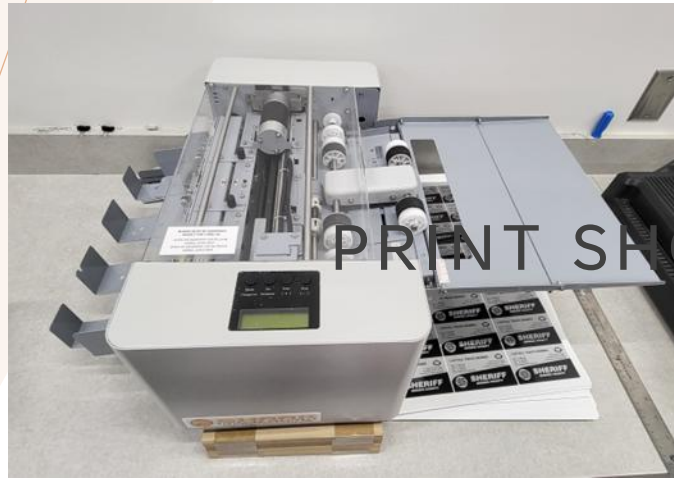
- Two scanning stations to convert paper documents to digital files
- Large format scanner for maps and plats
- AW3 Archive Writer to convert digital files to microfilm
- Duplicator
- Processor
- Densitometer
- Film Reader



MICROFILM/ SCANNING



Printshop Cont.



MAILROOM



FEDEX

AMAZON

UPS

USPS

- Responsible for receiving campus mail from United States Post Office.
- Sort mail each morning and provide mail service to the entirety of campus offices.
- Collect and distribute mail to eleven building locations and many offices.
- Apply postage to mail, parcels, certified mail, priority shipping, flats, and any package to be sent out daily.
- Providing multiple options for mailing services, including international mailing.
- Receive and log packages, parcels, and certified mailings to be delivered.

***We do not deliver personal packages. We will hold them for you to pickup. We will not use county postage for personal mail. If it has a stamp, it is not our obligation, but is up to our discretion to take, within reason. ***

MAILROOM CONT.



PITNEY BOWES MAIL
METER



RUNNING THE MAIL
METER



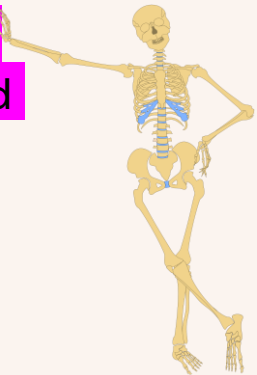
COLLECTING MAIL WITH
POSTAGE AND PUTTING THEM
IN THEIR RESPECTIVE TUBS

MAILROOM/ PITNEY BOWES

- Using Pitney Bowes and ProShip, provides the county with discounted rates.
- We also work closely with OMS (Ozark Mailing Services)
- January 1st 2025 – December 31st 2025, we processed over 251,562 pieces of mail with a total postage of \$176,583.182
not including ProShip

- We offer International, First Class, Priority, and overnight shipping.
- We send out postcards, Voter Registration cards, letters, flats, parcels, certified letters/flats, packages, and any return mail.
- We also partner with City Hall/ Probation and Parole to collect or distribute mail between buildings.

- Fun fact – we've mailed out brains, other body parts, and cremated remains.

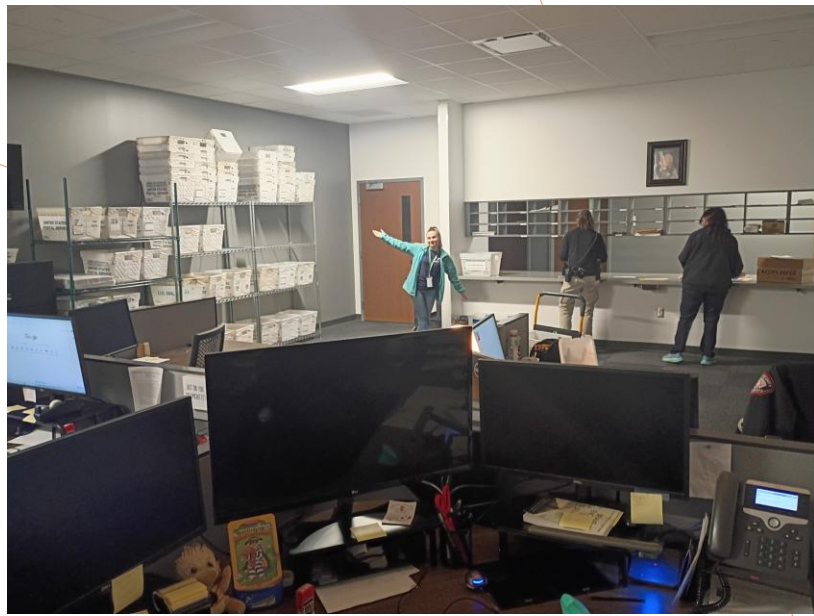


GROWING MAIL ROUTES



Due to the new construction and expanding Courts, we ask that we are given patience and grace while we test out new routes and locations. Throughout the next few months, General Services employees will require extra time to map out and get used to new office locations. You will receive your mail within a timely manner, it might just be earlier or later than you expected, but we will continue same day delivery for all mail/supplies.

SUMMARY PICTURES OF OUR ROUTES





SUMMARY PICTURES OF ROUTES CONT.

THANK YOU!

Closing quote, “Silent servants. We’re only in your face when you need us and then we disappear!” – Samantha and Chuck

