

CLASSIFICATION SPECIFICATION

Mail Clerk I

FT/PT Class Code: 7499, 7999 Pay Grade: B/C 02 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: A class incumbent is responsible for the sorting and preparing for delivery of mail and other materials to other campuses, State agencies, and the U.S. Postal Service.

NATURE AND SCOPE:

Class incumbents typically function under the close supervision of a technical/administrative superior. Incumbents perform routine clerical work and periodically provide verbal and written status reports on service provided. Incumbent is responsible for the preparation and distribution of all campus, State and federal mail according to campus procedures, and State and U.S. Postal regulations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Collects, sorts, and distributes campus, U.S. Postal, and State agency mail according to campus procedures and federal and State regulations.
2. Operates office equipment and computerized scales/postage machines to weigh, stamp, and process first class, insured, registered, and certified mail according to U.S. Postal regulations.
3. Provides information to users about U.S. Postal regulations.
4. Maintains an inventory of all supplies and materials.
5. Collects, sorts, and distributes supplies, equipment, and data processing materials to other campuses and State agencies.
6. May perform routine examination of incoming mail and report all suspicious mail.
7. May perform weekly inspection and routine maintenance of fleet vehicles and may operate a motor vehicle.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the operation of office equipment, including the electronic scale, computerized mailing machine, copy machine, etc.
- ◇ Knowledge of the U.S. Postal Service's regulations and fee schedules for all classes of mail.
- ◇ Knowledge of campus and State regulations and delivery system for intercampus and State mail.
- ◇ Knowledge of filing and office practice procedures.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to apply the U.S. Postal Service's regulations and fees schedule on all federal mail.
- ◇ Ability to use basic mathematical calculations and to read, write, and follow basic instructions.
- ◇ Ability to lift boxes/mail bags weighing up to 50 pounds.
- ◇ Ability to operate office equipment, including the electronic scale, computerized mailing machine, and copy machine.

MINIMUM QUALIFICATIONS:

- ◇ Completion of ten (10) years formal schooling.