



Job Title	Mail Clerk I, II, III	Job Code	AX0311, AX0312, AX0318
Pay Plan	USPS	Pay Grade	12, 13, 14
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Auxiliary Services	Union Code	021
		Subfamily	Mail Operations

Job Family & Subfamily Summary

Auxiliary Services Professionals support university departments that generate and provide services for the campus.

Mail Operations Professionals prepare, pickup, and deliver incoming and outgoing domestic and international mail and packages for distribution, including sorting, classifying, weighing, calculating rates and recording recharge information, processing improperly addressed mail and answering mail related questions.

Job Summary

Sorts and delivers United States Postal Service (USPS) mail and inter-departmental mail to university departments, student housing, and Greek Park residences on campus.

Representative Duties

1.

- Sorts, stages, and delivers daily incoming USPS and inter-departmental mail, using departmental or third-party databases and other resources
- Maintains a working knowledge of proper USPS procedures and forms to ensure that time-sensitive and accountable mail is handled appropriately
- Remains apprised of customer preferences, location-specific delivery requirements, personnel changes, temporary and permanent address changes that affect delivery
- Processes outgoing mail via high-speed metering equipment
- Prepares outgoing USPS first class, bulk, pre-sort, international, express, certified, registered; prepares inter-campus mail and courier services packages for delivery
- Manages delivery of Library assets between campuses
- Delivers maintenance and housekeeping supplies, as needed
- Participates in metric development and data collection for ongoing assessment purposes; collects, tabulates, and reports data on postal routes, costs, charges, and mail volumes

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Outside standard office environment with unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Supervise employees, projects, and processes, working independently with limited supervision
- Develops reports and metrics for operational efficiencies.
- Coach and review the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.