Mail Carrier

Job Code 00007103

General Description
Responsible for delivering the mail to all departments and dorms on campus and picking up all outgoing mail.

Examples of Duties
- Pick up all the mail for the University.
- Prepare mail for sorting.
- Sort all mail by departments.
- Prepare mail for delivery.
- Drive cargo van and deliver mail to each department across campus and pick-up outgoing mail.
- Help meter all incoming mail with correct postage.
- Help train student workers on all mail routes and the location of all departments.
- Deliver mail to all dorms and pick-up their outgoing campus mail.
- Work up all returned departmental mail and making sure it is properly handled.
- Handle all incoming or outgoing faxes.
- Weighing and recording UPS packages with services needed.
- Perform light maintenance on mail van.
- Forward student mail to their homes as necessary.
- Log in special service mail such as certified mail, insured and Express mail.
- Answer telephone and give out general postal information.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: retail sales.

Skill in: Working together as a team; establishing rapport with a variety of people; planning, organizing, and prioritizing work assignments;

Ability to: Read basic written job instructions; perform basic math; complete ledgers with numerical figures and postal forms; to meet deadlines under pressure and in stressful conditions; learn equipment diagnostics and problem solving; train others on equipment; take telephone messages.
**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**