Mail Clerk I

Job Code 00007159

General Description
Responsible for performing duties related to the University’s mail service.

Examples of Duties
Sort and route incoming University mail.
Weigh and meter all outgoing mail and charge each departmental account with the correct postal rates.
Record all incoming special service mail.
Prepare mail bags for each department.
Distribute mail in mail bins for delivery.
Sell stamps and operate stamp tray.
Handle returned departmental mail.
Record incoming or outgoing faxes.
Weigh and record UPS packages.
Balance meter machine at the end of each day.
Drive cargo van and deliver mail to each department.
Assist in establishing new mail routes.
Prepare outgoing certified letters.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: Establishing a rapport with others.

Ability to: Read and sort mail; read manual for postal regulations; complete ledgers with numerical figures; complete postal forms and record phone messages; perform basic math for stamp and money transactions.

Experience and Education
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