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.

Education and 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
Revised 09/25/2012