Mail Clerk II

Job Code 00007104

General Description
Responsible for sorting and distributing campus and U.S mail.

Examples of Duties
Sort mail.
Weigh and meter mail.
Prepare bulk mail.
Complete postage due ledger.
Approve Permit 29 and post in-ledger charges for departments doing bulk mailings.
Certify and ensure, registered and express mail.
Answer phone and take messages.
Prepare reports of postal charges.
Provide fax service process.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Ability to: Read postal service charts, tables, manuals, letters, packages, and rosters; prepare UPS, next day, postage due ledger, Permit 29 ledger, insured, registered, and certified mail, and faxes; perform basic math; assist staff, faculty, and students; use tact and good judgment.

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