

Classification and Qualification STANDARDS

Mail Clerk

*Class Code: 1505
Date Revised: 01-01-1978
FLSA: Non-Exempt*

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under immediate supervision, Mail Clerks collect, sort, and distribute campus mail, United States mail and other printed and packaged materials for the campus; and perform related work as required.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Mail Clerks typically perform work involving some or all of the following duties: make campus mail pickups and deliveries; receive, sort and distribute campus mail, United States mail and files, as well as packages from a central room, to the various departments and divisions; weigh, stamp or run outgoing United States mail through a meter mailing machine; keep accounts to charge the various departments for the mailing expenses. Incumbents may use three-wheel delivery trucks or pickup trucks for both on-campus and off-campus deliveries.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

General knowledge of office methods, supplies and equipment; working knowledge of current postage rates and shipping rules and regulations.

Ability to accurately interpret and apply current postage rate charts and regulations; spell correctly; read and write at a level appropriate to the duties of the position; and perform mathematical calculations quickly and accurately.

Experience:

One year of general office clerical work, stock clerk work or delivery service work.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.