

SENIOR MAILROOM CLERK

CLASS SUMMARY

Under direction, plans, organizes, and supervises the receipt, processing and distribution of campus and U.S. mail; keeps appropriate records and prepares routine and special reports; delivers bulk mailings to main post office; performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Picks up and processes all classes of mail; directs student help and participates in the operation and maintenance of mail-handling machines including inserting, sealing, metering, and labeling of mail; requisitions supplies and materials required; keeps abreast of postal-rate and regulation changes; processes mail to be forwarded and keeps required records; assigns mail boxes; signs for accountable mail and keeps appropriate records; prepares routine and special reports; advises administration on most economical and efficient ways to mail; control costs by taking advantage of special mailing rates and procedures.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Inventory, Deliver & Storage Services Supervisor and may lead the work of mail and delivery clerks and part-time student workers.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, and/or experience equivalent to one year of postal work which would provide a knowledge of postal laws and rates as well as mailing procedures and recordkeeping.

Knowledge and Abilities

Good Operating Knowledge of: U.S. mail, delivery, scheduling, and related practices; all basic arithmetic calculations; spoken and written English; times required for various delivery operations; general knowledge of college and off-campus locations; safe driving record.

Ability to: make pick-ups and deliveries in a timely, orderly and accurate manner; follow schedules in punctual manner; handle interruptions and heavy deliveries; handle special and emergency runs effectively; make arithmetic calculations accurately; follow oral and written directions; maintain records; communicate with school officials and professional personnel effectively; drive safely and legally; work independently.