

MAIL CLERK*

Function of Job:

Under the direct supervision of the supervisor responsible for campus mail service, to perform general mail processing duties as required in various capacities and areas to assure a continuing efficient service to the campus community.

Characteristic Duties and Responsibilities:

1. Perform duties in campus mail distribution center, including, but not limited to, sorting of campus mail, rating/routing of outgoing U.S. mail, correcting of misaddressed incoming mail for forwarding, operation of the postage meter machine and providing information on mail rates to students, faculty and staff.
2. Act as campus mail carrier, as required, in receiving/delivering intracampus mail for administrative/academic buildings, student post offices and dormitories.
3. Perform duties in mail processing room, as required, such as bagging mail, batching mail by zip codes, moving heavy cartons and loading/unloading trucks.
4. Drive mail truck or assist in taking heavy loads to U.S. Post Office.
5. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and one year of experience in clerical position involving mail processing.
2. Clerical aptitude for mail sorting and handling.
3. Driver's license to operate mail truck, as required.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
5. Must be able to wear and use appropriate personal protective equipment, as necessary.

Additional Desirable Qualifications:

1. Understanding of postal regulations and campus mailing procedures.
2. Mail processing experience beyond minimum required.

10/19/95

System Approval

10/19/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 10/4/74 and revised 2/20/79 and 7/19/84.