



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Mail Addressing Specialist

### **JOB SUMMARY**

Performs routine duties relating to the collection and the distribution of campus mail and/or United States mail. Duties include sorting, checking, delivering, and collecting of interdepartmental and United States mail. Work is performed under direct supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Manager of Printing and Mail Services

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

- Collects United States mail from boxes.
- Closes out postage meter.
- Collects campus mail from various collection boxes.
- Sorts and bundles United States and campus mail.
- Logs metered mail charges.
- Delivers United States and campus mail to various distribution points.
- Operates mail automation software.
- Meters 1<sup>st</sup> class mail using postal equipment.
- Reformats incorrect mailing lists.
- Hand sorts to meet USPS requirements.
- Maintains a clean work area.

**ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Additional education may substitute for the required experience on a year-for-year basis.

**EXPERIENCE**

One year of experience involving clerical, delivery, mail, shipping, receiving, or related work. USPS mail experience and previous automation experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Aptitude to learn routine postal practices, methods, and regulations.

Ability to learn the location of University buildings, departments, and places of work of faculty and staff members.

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***