



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

JOB DESCRIPTION

TITLE

Mail Clerk II

JOB SUMMARY

Performs duties relating to the collection and distribution of campus inter-departmental mail, United States mail, and simple record keeping. Responsible for overseeing the operation of the campus inter-departmental and United States mail consisting of sorting, checking, delivering, and collection. Work is performed under general 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 responsibility

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

Collects campus and United States mail from various collection boxes.
Sorts and bundles United States and campus mail.
Logs in packages and metered mail charges.
Delivers United States and campus mail to various distribution points.
Maintains records on incoming registered, insured, certified, special delivery and express mail.
Operates postage and facsimile equipment in accordance with University, state and federal regulations.
Maintains postal meter, scale, and facsimile machine.
Prepares postal reports.
Trains new personnel.

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 in mail room or postal service related work.

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

Working knowledge of postal practices, methods, and regulations.

Ability to learn the location of University buildings and departments.

Ability to learn the places of work of faculty and staff members.

Ability to establish and maintain effective working relationships.

Ability to lift 10# mail trays.

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

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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.