POSITION PURPOSE
Perform routine duties to assure that U.S. and inter-department mail is accurately and efficiently sorted and distributed to the appropriate party.

ESSENTIAL JOB FUNCTIONS
- Sort mail to be delivered throughout the University. Separate material by campus destination; empty heavy mail bags, trays and tubs containing envelopes and packages from the U.S. post offices; determine appropriate department and/or person to deliver insufficiently addressed mail to using general knowledge of University departments and/or database information; bind matter to be delivered to the same location using automated tying machine; work with envelopes and packages of various sizes, shapes and weights.

- Deliver U.S. and inter-department mail on scheduled routes. Empty contents of sorting bins into carts used for delivery; place carts which may be very heavy in cube van to be taken to assigned route; access all appropriate mail delivery and pick-up locations for assigned area which may be in several buildings and/or floors; collect out-going matter from units for later delivery.

- Process mail to be delivered via U.S. mail. Sort out-going material according to destination zip code (for local delivery), state or country; separate standard business envelopes from other packaging so as to comply with U.S. Postal Service regulations; pack trays, heavy bags and cumbersome tubs with matter; complete appropriate U.S. Postal Service forms to indicate special processing of material as necessary. Load vehicle with mail for delivery to post office. May transport mail to area post offices.

- Assist with the preparation of registered, certified, special delivery, etc. mail for campus delivery. Complete forms to document receiving person and/or department, type of mail and date received and delivered. Process undergraduate and graduate catalogs for delivery via U.S. mail. Wrap catalogs; affix labels prepared in units to packages; sort for delivery destination and bundle appropriately for receipt by U.S. Post Office.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
- Follow all appropriate U.S. Postal Service guidelines and regulations for the processing of mail. Complete necessary forms accurately; wrap outgoing mail according to standards using brown paper and/or other packaging. Operate computerized meter machines. Indicate postage class and rate desired; load machine to allow proper feeding and processing of envelopes; affix postage as necessary. Clean and perform routine maintenance of mail equipment, including threading tying machine.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS
- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to transport, place, empty and fill heavy mail bags and containers.
- Ability to access all mail delivery and pick-up locations on assigned mail routes which may be in numerous buildings and/or floors.
- Ability to accurately sort mail according to destination.
- Ability to understand U.S. Postal Service regulations and forms, including their completion.
- Ability to use and maintain mailroom equipment and supplies, including automated tying machines, computerized meter machines, packaging materials, mail bags, trays and tubs, sorting bins, carts, etc.
- Must obtain security clearance.