

TITLE: Mail Clerk SALARY _____ ISSUED: 7/92
UNION: AFSCME SCHEDULE: _____ & 3/88
CLASS _____ CODE: AS401
SALARY _____ EEO _____
GRADE: _____ CODE: 40
FLSA: Non-Exempt E-CLASS: AS

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.

- Follow all appropriate U.S. Postal Service guidelines and regulations for the processing of mail. Complete necessary forms accurately; wrap out-going 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.