

		ISSUED: <u>7/92</u> & <u>3/88</u>
TITLE: <u>Mail Clerk Leader</u>	SALARY	CLASS
	SCHEDULE: _____	CODE: <u>AS402</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>AS</u>

POSITION PURPOSE

Act as work leader in mailroom to assure the accurate and efficient sorting, routing and distribution of U.S. and campus mail.

ESSENTIAL JOB FUNCTIONS

- Coordinate and participate in the sorting of 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; work with envelopes and packages of various sizes, shapes and weights.
- 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. Load vehicle with mail for delivery to post office; may transport mail to area post offices.
- Prepare second and third class non-profit mail according to regulations; process registered, certified, special delivery, etc. mail for delivery via U.S. mail. Complete appropriate U.S. Postal Service forms to indicate special processing and/or rates for the different classes of mail; document necessary information on specially processed mail to ensure proper handling and verification of delivery. Instruct personnel in other units on the proper mailing procedures and capabilities of mailroom; answer questions regarding postal rates and mailroom services.
- Follow all appropriate U.S. Postal Service guidelines and regulations for the processing of mail. Complete necessary forms accurately; demonstrate and perform wrapping of 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; record daily meter readings on postage machines. Supervise and perform daily cleaning and routine maintenance of mail equipment, including threading tying machine.

- Maintain unit workflow; function as relief person in all capacities for absent or reassigned employees; reschedule deliveries; reassign workload to mailroom personnel; instruct employees as necessary. Assist in selection, scheduling, training and placement of student employees; act as functional supervisor on irregular shifts.
- 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 accurately sort mail according to destination.
- Ability to understand U.S. Postal Service regulations and forms, including 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.
- Reasonable experience as a Mail Clerk.
- Must obtain security clearance.