

TITLE: <u>Mail Processor</u>	SALARY	ISSUED: 9/12
	SCHEDULE: <u>AS</u>	CLASS
		CODE: <u>AS404</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>AS</u>

POSITION PURPOSE

Perform routine duties, including routine daily preventive maintenance, to assure that U.S. Postal Service mail (letters and flats) and inter-department mail (letters and flats) are both accurately and efficiently sorted and prepped for delivery, via operating mail sorting equipment, manual sorting of unmachineable mail, mail metering machines and arrival tracking systems.

ESSENTIAL JOB FUNCTIONS

Operate the mail sorter system to process inbound mail daily. Determine priority order for mail to be processed; perform pre-job daily check of all production areas of equipment, and choose the correct sorting scheme to use (within the provided proprietary software program) for appropriate class of mail.

Process mail. Load mail into automated feeder, or drop mail manually onto processing belt; keying images identified by high speed camera by using the 10-key pad on standard keyboard (at a rate of less than 1 piece every 2 seconds) using the Campus Box # system established by the University Mailing Service (UMS). Monitor equipment issues through computer screen to troubleshoot potential problems such as full sorting bins, jams, etc. Clearing jams at any level of the equipment which can include; removing pieces manually that have become stuck in bin delivery sections, manipulate inside of sorting tunnel to facilitate clearing of jams.

Provide support required for the delivery of mail. Sweep and bundle mail from delivery location bins using established route sequences to facilitate delivery to campus locations. Assist with special pickups or deliveries for requests by following instruction on location or pickup/delivery and supplies or mail required to complete customer's order.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

High School Graduate or an equivalent combination of education and or experience.

Reasonable knowledge of university procurement procedures.

Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by university policy.

Must maintain security clearance.

Some knowledge of various university locations.

Ability to load, transport and place medium weight objects (weighing up to 70 pounds) in appropriate locations in order to receive and process shipments.

Ability to communicate effectively.

The individual must possess a good understanding of current computer/electronic technology.

The individual must have basic typing skills (30 Words per minute).