

DATE: 9-20-2022

TITLE: Mail and Receiving Specialist		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: SA	CLASS CODE: SA480
UNION: Staff Association – Local 2071, U.A.W	SALARY GRADE: 9	EEO CODE: 40
JOB GROUPING: None	FLSA: Non-Exempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Perform routine duties to ensure mail, packages, freight, interoffice envelopes, etc. are received, prepped/routed, and distributed appropriately throughout campus and the partnering buildings/hospitals that WSU employees work in. Perform routine duties to ensure outbound USPS mail is processed per guidelines and routed appropriately. To accomplish this goal, employees utilize the vehicles from our fleet, mail sorting equipment, accountable mail tracking web-based application, outbound mail postage metering equipment, communication (via phone/email/in-person) , and any other departmental resource to accomplish this task. Form and interoffice envelope request fulfillment.

ESSENTIAL JOB FUNCTIONS	% Time
Collect (and deliver) all USPS university related mail and packages from USPS North End branch. Includes collection of four university department PO boxes. USPS is visited twice daily, Monday-Friday	10%
Sort mail and packages. Mail goes to the OPEX mail sorting room for processing and then prepared for daily delivery, while barcoded packages get added into the QTRAK package tracking system and staged by delivery route. Process WSU PO items received in the university’s WayneBuy system online. Research unknown mail and packages. Prepare and maintain various shipping records via hard copy and via WayneBuy. Document and input status of shipments received including mail and special documents for hazardout materials received. Throughout the day, sort and process additional accountable (barcoded) package from shipping companies, i.e. Fedex, UPS, Amazon, DHL, Staples, Fisher Scientific, LaserShip, Graphics East, and assortment of freight companies.	35%
Process outbound mail that is received throughout the day on the university’s mail metering machines. International mail, flats, and parcels get subsorted for processing/metering off site. Sort inbound interoffice mail and packages.	10%
Delivery of mail and packages to the assortment of WSU buildings and buildings not owned by WSU, but house WSU employees. Also, collection of outbound mail and intra/inter campus deliveries. Accountable mail and package deliveries are scanned at time of delivery via mobile devices tied to our package tracking system. Assist with special requested pick ups/deliveries.	35%

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.

Handle phone (and email) inquiries from WSU employees and shippers. Contact outside vendors, university buyers, and requisitioners regarding status of orders, discrepancies, and shortages, obtain all information to troubleshoot and resolve problems concerning mail and shipments. Prepare and maintain appropriate records and reports.	5%
Fleet vehicle management, i.e. logging miles driven and condition logs. Perform routine maintenance of fleet vehicles, check/add fluids, check tires, wipers and reports if damage noticed. Other routine maintenance on the mail sorting equipment and outbound mail processing equipment as needed.	5%
Other duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education :

High school graduate or an equivalent combination of education or experience.

Years of Experience Required

Entry level - less than a year of job-related experience

ADDITIONAL COMMENTS :

- Reasonable knowledge of university procurement procedures.
- Some knowledge and experience with power-assisted material handling equipment.
- Possession and maintenance of a valid Michigan vehicle operator's licenses and satisfactory driving record as determined by university policy.
- Some knowledge of university locations.
- Must maintain security clearances.
- Ability to load, transport, and place objects, up to 70lbs, in appropriate locations in order to receive and process shipments.
- Individual must possess a good understanding of current computer and related electronic technologies such as laptops.
- Ability to work independently and troubleshoot issues that may arise.
- Ability to communicate effectively.
- May provide direction to a small number (1-3) of college work study students as needed.

WORKING CONDITIONS

Daily indoor and outdoor work environment throughout the seasons.

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