

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Mail Clerk II  
Code: 19085  
Salary Grade: 51  
FLSA Status: Non-Exempt  
Department/Division: Mail Services  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To assist in the operation of campus mail service.
- Scope: Responsible for the various functions related to the daily operation of the post office, including the occasional supervision of the post office staff.

## *Duties*

- Typical:
  1. Assists in the sorting of out-going, incoming and intra-campus mail; assists in the operation of postal machines; advises customers as to appropriate mail class and handling; and maintains inventory of supplies.
  2. Provides mail carrier service between campuses and bulk mail to main post office.
  3. Applies knowledge of the organizational structure and the location of activities within the institution to properly distribute mail especially where the recipient is not clearly indicated.
  4. Weighs, processes and stamps all classes of mail including insured, certified, and registered, applying knowledge of U.S. Postal Regulations with respect to packaging, size and weight limitations, zones, insurance liability limits, labeling and zip codes.
  5. Maintains required registers and records; handles and insures security of money, stamps, and other postal items; and assists in the preparation of charges to departments for postal costs.
  6. Performs other duties as assigned.
- Periodic:
  1. Assist in the preparation of schedules, conducting mailroom audits and in the training of new personnel.

***Education***

<b>Required</b>	<b>Preferred</b>
High school graduation or GED.	N/A.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas Driver's License.	N/A
Must be able to lift and carry moderately heavy and bulky packages and other items and possess sufficient stamina to do a considerable amount of walking and standing.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of office or mailroom experience.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
Ability to operate a personal computer, postage meters, sealers, scales and other equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
May be outside in all weather conditions.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Work is performed under general supervision with an emphasis on accuracy and compliance with prescribed guidelines and regulations.	May oversee assigned mailroom personnel when directed.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.