

The University of Texas at San Antonio

Job Description

Job Title: Mail Clerk I
Code: 19086
Salary Grade: 50
FLSA Status: Non-Exempt
Department/Division: Mail Services
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform duties relating to the collection and distribution of campus mail and outgoing U.S. mail.
- Scope: Responsible for the various functions related to the daily operation of the post office.

Duties

- Typical:
 1. Picks up, identifies and delivers campus mail on the prescribed schedule and route.
 2. Assist in the sorting of out-going, incoming and intra-campus mail; assist in the operation of postal machines; and advises customers as to appropriate mail class and handling.
 3. 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.
 4. Operate a motor vehicle when making pickups and deliveries.
 5. Perform additional duties as assigned.
- Periodic:
 1. May assist Senior Mail Clerk in handling federal mail.

Education

Required	Preferred
High School diploma or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check.	N/A

Experience

Required	Preferred
One year of clerical or office experience.	Previous experience as a mail clerk.

Equipment

Required	Preferred
Knowledge of personal computers.	Ability to operate postage meters, sealers, scales and other postal equipment.

Working Conditions

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

Supervision

Received	Given
Close supervision from Mail Services Supervisor and/or Senior Mail Clerk during initial period of employment. General supervision after training.	None

Accuracy

Proficiency in all phases of duties performed.
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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.

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.
