

The University of Texas at San Antonio

Job Description

Job Title: Senior Mail Clerk
Code: 19084
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To perform duties relating to distribution of campus (inter-office) mail and U.S. mail.
- Scope: Responsible for proper distribution of campus mail and efficient and economical dispatch of U.S. mail. Evaluates applicable Federal regulations and insures conformity to these regulations.

Duties

- Typical:
 1. Picks up, identifies, sorts, and delivers campus mail; processes insured, certified, and registered mail and enters information required by Federal postal regulations in a permanent register; operates postage meters and equipment; determines proper class and most economical method of dispatch for all domestic mail; zip codes, sorts, labels, and properly packages bulk and second class mail; and determines proper class and most economical method of dispatch for all domestic mail.
 2. Oversees mail clerks and temporary employees in postal operations.
 3. Maintains current address rosters.
 4. Operates forklift and maintains assigned vehicle.
 5. Performs other duties as assigned.
- Periodic:
 1. Up-dates postal manuals as changes occur.
 2. Studies the postal manual and its changes in order to keep current with new prices and regulations rules.
 3. Revises sorting bins and equipment as volume increases and changes occur.
 4. Performs related repairs on equipment.

Education

Required	Preferred
High school graduation or GED.	N/A.

Other Requirements

Required	Preferred
Should be physically fit to lift and carry heavy mail loads with or without accommodation.	N/A
Valid Texas Driver's License.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience as mail clerk.	N/A

Equipment

Required	Preferred
Ability to proficiently operate a personal computer, postage meters and other equipment.	N/A

Working Conditions

Usual	Special
May be outside in all weather conditions. Under pressure to meet deadlines and schedules.	N/A

Supervision

Received	Given
General supervision. Work is occasionally checked for conformity with mail processing procedures.	Assists in training new personnel and gives specific or general instructions to a staff of one or more mail clerk employees.

Accuracy

Extremely accurate in all phases of work.

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.
--

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.