Mail Clerk

**JOB PURPOSE:**
Performs collection, sorting and distribution of campus mail and USPS mail in accordance with established procedures and applicable Federal postal regulations. Collects and prepares mail to be sent to other IU campuses.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Sorts, bundles and routes campus and USPS mail for distribution including other IU campuses and USPS. Identifies mail that is not prepared correctly (missing account number, too heavy to send exceeds weight limit, routed to wrong campus address, etc.) and takes appropriate steps to remedy situation.

Collects, sorts, and delivers campus and USPS mail within assigned building(s). Obtains signatures when delivering USPS registered, certified, insured or express mailings.

Serves as resource to building occupants regarding campus and USPS mail regulations. Answers customer questions and advises customers of different types of mailing options to decrease cost and increase efficiency. Keeps management aware of departmental moves within campus buildings.

May determine most efficient and economical means of mailing. May operate metering and mailing equipment to weigh and affix USPS postage and initiate billing.

Inspects equipment for defects, proper operation and perform preventive maintenance as needed.

Processes and balances daily reports documenting services completed. Maintains adequate mailing supplies such as postal forms, mail trays, etc.

Serves as backup for other mail positions as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of USPS Postal regulations and ability to stay abreast of regulatory changes.

Ability to learn and memorize campus locations.

Ability to understand and follow oral and written instructions.

Ability to read mail labels and bin information.

Ability to perform basic computer and database operations and use email utility.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

Education: High school diploma or GED.

Experience:

Certifications/Licenses: May require valid driver’s license and ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 70 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors but possibility of exposure to hot or cold temperatures for one hour plus. Experiences long periods of standing and walking. Risk of bodily injury from mechanical parts, electricity, etc.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.