ROUTE MAIL CLERK

JOB PURPOSE
Performs collection, sorting and delivery of Campus Mail. Collects and prepares mail to be sent to other IU campuses. Drives University owned vehicle on campus for specified routes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Collect and deliver campus mail, USPS mail, and/or packages from other vendors such as FedEx, UPS, and Guy Brown to set locations on campus by driving a University owned vehicle. Obtains signatures when delivering USPS registered, certified, insured or express mailings. Serves as resource to building occupants regarding campus and USPS mail regulations.

Deliver all daily processed USPS mail to post office for distribution. Pick up incidental supplies from post office.

Sort, tie and route incoming and outgoing mail for distribution. Answer staff questions related to USPS postal regulations. Perform other related mail duties.

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

Pick up large departmental mailings when needed. May assist department with bulk mailings; verifies bulk mailings are correct and ready to be delivered to the USPS.

Fills in as needed in mail satellite locations across campus.

May unload packages, pallets and equipment from delivery trucks.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of USPS Postal regulation 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**: One year experience in mail handling.

**Certifications/Licenses**: 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 50 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. 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.