

Classification and Qualification STANDARDS

Mail Services Supervisor I

*Class Code: 1504
Date Revised: 01-01-1978
FLSA: Non-Exempt*

Classification Standard Reformatted: 06-01-2013

OVERVIEW:

Under general supervision, Mail Services Supervisor I's perform or lead the performance of work involving the collecting, sorting, and delivering of campus mail, United States mail, and other materials for the campus; and perform related work as required.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Mail Services Supervisor I's receive, sort, and distribute campus mail, United States mail, and other material in and from a central mail room. Incumbents develop the most economical and efficient methods of picking up and delivering mail and related materials in terms of establishing schedules, routes, and pickup points and maintaining current distribution lists; develop procedures for the handling of all special delivery and registered letters or packages and for specialized procedures involving such items as bulk mailing-permits as well as the maintenance of records reflecting the handling of such materials. Incumbents may lead a small group (3-5) of subordinate full-time equivalent employees or student assistants.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

General knowledge of mailing handling methods, techniques, and postal regulations.

Ability to organize and plan work; read labels and sort mail and printed material accurately and rapidly; maintain accurate records and prepare accurate reports; lift and move bags of mail; quickly learn the organizational structure, programs, and physical layout of the campus; read and write and perform mathematical calculations at a level appropriate to the position.

Experience:

Two years of progressively responsible general office clerical work, stock clerk work, or specialized postal or delivery service work.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.