Classification Specification: Mail Clerk_Messenger

Classification Number: 12731
Pay Grade: 
Effective Date: September 27, 2013
Current Exemption Status: Nonexempt

Position Summary

Picks up, sorts and prepares mail for mailing and delivery.

Essential/Primary Duties

– Drives to U.S. postal office to pick up BGSU's mail.
– Sorts packages, letters, flats and campus mail.
– Handles or resolves problem mail issues such as return to sender, missing packages, phone calls from students/parents and correcting mailing addresses.
– Meters mail from departments.
– Responds to business replies, special pick ups/deliveries and other miscellaneous office work.
– Provides work direction and/or training to student workers.

Experience and Education

Experience
– No previous related experience required

Education
– High school diploma or GED required
– Must have and maintain a valid driver’s license and be insurable under the University’s insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
Classification Specification:  
Mail Clerk_Messenger

Essential Competencies

— Knowledge of basic mathematical skills  
— Knowledge of basic reading skills  
— Ability to carry out verbal and/or written instructions  
— Ability to effectively communicate, verbally and written  
— Detailed-oriented and highly accurate  
— Ability to work in changing environment  
— Ability to work effectively in a team environment  
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately  
— Ability to coordinate or lead others in accomplishing work activities  
— Knowledge of basic computer skills  
— Ability to operate computers and peripheral equipment such as printers  
— Ability to operate University vehicles

Supervisory Responsibility

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Providing Direction

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.