

Classification Specification: Mail Clerk and Warehouse Worker

Classification Number: 12732 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Assists with incoming shipments in central receiving. Assist with the movement and storage of items in warehouse operations. Assists with University surplus and auction process. Picks up, sorts and prepares mail for mailing and delivery.

Essential/Primary Duties

- Assists with incoming shipments in central receiving. Includes unloading items, processing paperwork and notifying recipients.
- Assist with the movement and storage of items within warehouse operations.
- Assists with University surplus and auction process.
- 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

- Three months 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.

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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

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

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