

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.

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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.