



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Mail Clerk II

JOB SUMMARY

Performs duties relating to the collection and distribution of campus inter-departmental mail, United States mail, and simple record keeping. Responsible for overseeing the operation of the campus inter-departmental and United States mail consisting of sorting, checking, delivering, and collection. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager of Printing and Mail Services

Supervises: No supervisory responsibility

ESSENTIAL DUTIES - May include, but not limited to the following:

- Collects campus and United States mail from various collection boxes.
- Sorts and bundles United States and campus mail.
- Logs in packages and metered mail charges.
- Delivers United States and campus mail to various distribution points.
- Maintains records on incoming registered, insured, certified, special delivery and express mail.
- Operates postage and facsimile equipment in accordance with University, state and federal regulations.
- Maintains postal meter, scale, and facsimile machine.
- Prepares postal reports.
- Trains new personnel.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Additional education may substitute for the required experience on a year-for-year basis.

EXPERIENCE

One year of experience in mail room or postal service related work.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of postal practices, methods, and regulations.
- Ability to learn the location of University buildings and departments.
- Ability to learn the places of work of faculty and staff members.
- Ability to establish and maintain effective working relationships.
- Ability to lift 10# mail trays.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to lift 10# mail trays.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.