

Sul Ross State University
Position Description

Official Title: Mail Service Supervisor

Salary Group: 6

Job Code: 4335

Summary

Function: To provide specialized clerical skills and assume necessary administrative duties in the operation of the University Post Office.

Scope: Responsible for the daily operation of the University postal service within U.S. postal regulations and established University policy.

Duties

Essential: Applies knowledge of postal regulations to daily operations; manages budget of department; properly charges University departments for monthly postage; prepares all postal reports; manages assignment of mail boxes; manages pick up, delivery, and distribution of mail on campus; manages sales of stamps, money orders and other financial transactions; responsible for security of materials and funds; prepares daily cash deposits and reports. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Assigns mail boxes at student registration; other duties as required.

Supervision

Received: Broad instructions on policy and procedures.

Given: Supervises full-time clerical and student employees.

Education

Required: High school graduate or equivalent.

Preferred: College or business school courses.

Experience

Required: Four years clerical experience or training.

Preferred: Prior postal or mail room experience; prior experience at SRSU.

Equipment/Skills

Required: Standard office machines.

Preferred: Knowledge of postal meters, mail machines, scales, and computers.

Working Conditions

Usual: Post Office conditions; long periods of standing and walking; lifting, bending, and reaching; standard hours. Position is Security Sensitive.

Special: Ability to lift 70 pound mail bags; must see that mail is processed on weekends and holidays.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2004