

**Sul Ross State University**  
**Position Description**

**Official Title:** Mail Service Assistant

**Job Code:** 4336

**Salary Group:** 6

**Summary**

**Function:** Provides assistance of a critical nature and assumes minor administrative duties within a framework of established policies.

**Scope:** Responsible for segment of office work load; independently handles varied and difficult material; may process complex or large volumes of material.

**Duties**

**Essential:** Post Office duties will include, sorting incoming mail, operating postage machine, distributing outgoing mail, selling stamps, preparing certified receipts, keeps various administrative, fiscal, and academic records; verifies documents for completeness, accuracy and conformity with regulations; composes correspondence and compiles complex tables, charts or reports; provides individuals and general public with information on policies and procedures; may assign and review work of small clerical staff; may operate computer. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Position is Security Sensitive.

**Non-Essential:** Duties unique to the particular department and other duties as assigned.

**Supervision**

**Received:** General instructions and work periodically reviewed by department head.

**Given:** May supervise student and other classified employees.

**Education**

**Required:** High school graduate or equivalent with course work in bookkeeping.

**Preferred:** College course work in accounting, and university.

**Experience**

**Required:** One year experience or training in accounting

**Preferred:** Computer skills work experience, preferably state supported. More than three years experience, with part at SRSU or related experience.

**Equipment/Skills**

**Required:** Use of calculator, computer, and standard office machines

**Preferred:** Word processing, database, spreadsheet and graphics computer programs.

**Working Conditions**

**Usual:** Office conditions; standard hours; position is Security Sensitive.

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

Date revised: September 2022