Definition of Class
This is a non-supervisory position in which the incumbent performs routine clerical tasks associated with the billing and reconciliation of daily postage charges processed through Campus Mail Services.

Examples of Work Performed
Prepares daily posting of mail charges and bills departmental accounts for surcharges and postage due.

Monitors accounts balance and reconciles daily charges to the mail room account; runs backup of all transactions.

Prepares monthly reports for Procurement Services; prepares insurance reports.

Prepares and maintains filing system of correspondence, records, and reports.

Prepares daily deposits.

Processes airmail cards and bills departmental accounts for surcharges and postage due.

Responsible for tracking and entering daily postages charges for mail processed through Campus Mail Services.

Assists in operating postal meter machine to stamp outgoing mail according to destination and may deliver mail in the absence of delivery staff.

Sorts materials in accordance with established procedures and applicable federal postal regulations.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists in the operation of machines for sorting and metering postal materials.

2. Processing billing and reconciliation of daily postage charges.

3. Prepares and maintains records for Campus Mail Services.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

- **Vision:** Requirements of this job includes close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; talk or hear; use hands to finger, handle, or feel objects; climb or balance; stoop, kneel; crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).
  
  **AND**

- **Experience:**
  Six (6) months of experience related to the above described duties.

- **Licensure:**
  Must possess a valid driver’s license.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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