**JOB DESCRIPTION**

**Mail Clerk**

**Definition of Class**
This is a non-supervisory position in which the incumbent coordinates and participates in clerical and delivery duties involved in the operation of University mail services. Work is reviewed by departmental supervisor.

**Examples of Work Performed**
Coordinates and participates in clerical and delivery duties to include sorting, distributing, collecting, and metering postal materials in accordance with established procedures and applicable federal postal regulations.

Receives letters and parcel for mailing. Advise members of the University community as to the most efficient and economical methods of mailing postal materials.

Operates postal meter machine to stamp outgoing mail according to destination.

Maintains daily record of all metered mail. Records registered and insured mail.

Dispatches mail to specified offices and locations and picks up outgoing mail.

May be required to process and maintain records required for efficient operation of mail services to include typing, filing, posting, arithmetical calculations, reconciling data and billing mail service users.

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. Sorts, distributes, collects, and meters postal materials.
2. Advises on most efficient and economic mailing methods.
3. Maintain records.

**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

Licensure:
Must possess a valid driver’s license.

Background Requirements
This position requires a background check upon hire.

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.

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