JOB DESCRIPTION

Delivery Clerk

Definition of Class
The incumbent in this position is responsible for ensuring that all packages and jobs are delivered for the Printing Service in an efficient manner. The incumbent reports to the Director of Printing Services.

Examples of Work Performed
Delivers all products produced by the University Publishing Center to sites on and off campus.

Restocks copy center with paper.

Receives deliveries from transport trucks for printing services.

Shuttles all off-campus work to and from outside vendors.

Assists in binding as needed.

Responsible for maintaining cleanliness of Printing Services Plant, to include but not limited to, emptying trash cans, cleaning and restocking restrooms, sweeping floors, vacuuming carpeted offices, and preparing recycling bins for pickup.

Maintains inventory of custodial supplies and reorders supplies when needed.

Performs related or similar duties as required or assigned.

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. Receives and delivers packages and products for the University Publishing Center.

2. Maintains paper stock for the copy center.

3. Performs activities to shuttle-off campus work.

4. Maintains cleanliness of Printing Services Plant.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SME) 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 more than 100 pounds.

**Vision:** Requirements of this job include close vision and color 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. The incumbent is occasionally required to walk; sit; use hands to finger, handle or feel objects, tools or controls; 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 have a valid MS driver’s license.

**Background Check 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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