JOB DESCRIPTION

Supervisor of Mail Service

**Definition of Class**
This is a supervisory position in which the incumbent supervises and participates in the activities of the campus mail services. The incumbent engages in the receipt, distribution, and mailing of campus mail.

**Examples of Work Performed**
Supervises and participates in clerical duties including sorting, collecting, and metering postal materials in accordance with established procedures and federal postal regulations.

- Receives letters and parcels for mailing.
- Advises members of the University community of the most efficient, economical methods of mailing materials.
- Operates postage meter machine to stamp outgoing letters.
- Weighs and stamps packages.
- Prepares postal reports for each batch of bulk mail.
- Maintains daily records of metered mail.
- Assists in preparation of departmental budget.
- 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. Supervises others and participates in the receipt, distribution, and mailing out of campus mail.
2. Monitors activities to ensure compliance with established procedures and federal postal regulations.
3. Prepares and maintains postal reports and daily 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 include 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 reach with hands and arms. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

  **Education:**
  High School Diploma or equivalent (GED).

  AND

  **Experience:**
  Two (2) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called to an agency 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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