



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Delivery and Mail Clerk**

**SERIES PURPOSE:** The purpose of the Delivery and Mail Clerk occupation is to process incoming and outgoing parcels, supplies, freight, and all classes of mail as well as transport to the appropriate locations.

**CLASS CONCEPT:** The class works under general supervision and requires working knowledge of university and federal postal regulations and procedures in order to operate mail postage equipment utilized to open, sort, time stamp, and deliver incoming and/or outgoing mail. Picks up, delivers, and stores parcels, supplies, freight, and all classes of mail to appropriate locations. Incumbents sort and deliver mail and/or operate equipment.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Operates postage machines as needed to process incoming and/or outgoing mail; sorts, date and time stamps, opens, bundles, addresses, completes required documentation associated with special mail handling, ensures prompt handling of time sensitive documents; delivers to appropriate office; picks up mail, parcels, freight, and/or messages; stores in appropriate location.

Loads and unloads trucks; distributes contents to various locations; processes all classes of mail and parcels; maintains records of postage used and/or volume of mail; inventories and/or distributes supplies; labels, folds, and/or staples materials; photocopies materials; delivers and/or picks up documents, packages, and materials; makes service calls and/or assists in repair and/or maintenance of machines.

Answers inquiries from other employees and general public regarding U.S. Postal regulations; explains postal procedures and requirements for insured, certified, foreign, and other postal options; explains differences in postal rates and classes of mail; tracks lost or misdirected mail for university staff.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: university practices and procedures and federal postal regulations and procedures\*.

Skill in: operation of mailing equipment.

Ability to: sort items into categories according to established methods; understand logistics procedures\*; understand basic mathematic principles; read common English vocabulary; complete routine forms or records; answer routine inquiries.

(\* ) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; minimum of one year of experience in office policies and procedures and customer service; valid driver's license with a safe driving record. Knowledge of Microsoft Office software.

**PREFERRED QUALIFICATIONS:** Experience operating mailing equipment; experience creating and maintaining spreadsheets.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Exposed to weather conditions, loud or constant noise.