



POSTAL SERVICES ASSISTANT

SALARY GRADE: [C1-35](#)

DEFINITION:

Under the direction of an assigned supervisor, receive, sort and distribute incoming and outgoing mail; perform various clerical duties as necessary.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Receive, sort and distribute incoming mail; sign for certified and registered mail as needed; receive and distribute large packages; maintain mailboxes for full- and part-time faculty.
2. Batch, sort and stamp outgoing mail; assure outgoing mail is charged to the correct account; maintain balances in postage accounts including metered, bulk and postage by phone; replenish accounts as needed.
3. Distribute newspapers, journals, magazines or other materials to appropriate faculty; receive and distribute faxes to staff, faculty and managers; answer telephones as needed.
4. Order supplies as necessary; monitor and maintain office equipment; request service for office equipment as needed.
5. Operate a variety of office equipment including a postage meter, postage scale, copier, fax machine and others as assigned.
6. Maintain various records including mail charge backs, bulk mailing, postage by phone and others.
7. Remain current with changes in postal regulations and charges.
8. Assist with the distribution of paychecks; collect money from staff and faculty for personal postage and faxes.
9. Provide work direction to student employees as needed; interview and screen student employees.
10. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Postal rules, regulations, charges and services.
2. Modern office practices, procedures and equipment.
3. Record-keeping techniques.
4. Oral and written communication skills.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Receive, sort and distribute incoming and outgoing mail.
3. Perform various clerical duties as necessary.
4. Work cooperatively with others.

5. Maintain routine records.
6. Operate and maintain general office and postal equipment.
7. Meet schedules and time lines.
8. Understand and follow oral and written instructions.

Education and Experience

Any combination equivalent to:

1. High school diploma.
2. One (1) year mailroom experience.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and postal equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

Date Approved: March 1, 1999
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