AUBURN
Human Resources

# University Mail Tech I

Job Description

## JOB INFORMATION

| | |
|---|---|
| Job Code | NA03 |
| Job Description Title | University Mail Tech I |
| Pay Grade | FM05 |
| Range Minimum | $28,680 |
| 33rd % | $32,020 |
| Range Midpoint | $33,690 |
| 67th % | $35,370 |
| Range Maximum | $38,710 |
| Exemption Status | Non-Exempt |
| Approved Date: | 3/11/2025 11:33:21 AM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Mail Services |

## JOB SUMMARY

Under direct supervision, assists in providing timely and accurate Campus-wide mail services by accepting, sorting, processing, and delivering mail to service the University's students, employees, offices, and campus community.

## RESPONSIBILITIES

- Assists in processing incoming and outgoing University mail by sorting various types of mail as well as operating postage meter and other mail processing equipment.
- Picks up and delivers mail along a prescribed route on University campus. Drives vehicles on delivery routes as needed.
- Assists students, faculty, and/or staff with routine mail related issues such as assigning mailboxes, keys, and cards; collecting and providing information; selling supplies; facilitating student package pickup; and answering common questions.
- Supports the recording of billing information to ensure the proper allocation of mail charges to departments.
- Completes administrative duties such as maintaining records and forms, labeling mail boxes, and completing documentation of activities.
- May pick up and deliver mail to the U.S. Postal Service.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | High School Diploma or equivalent | and | 1 year of | Experience in customer service, logistics, and/or delivery route experience. | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Basic understanding of logistics and routing. | |
| Working knowledge of best customer service practices. | |
| Ability to use a computer. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | Any State | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

| | |
|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | | | | X | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

| **Vision Requirements:** |
|---|
| Ability to see information in print and/or electronically. |