AUBURN
Human Resources

University Mail Tech II

Job Description

JOB INFORMATION

Job Code	NA09
Job Description Title	University Mail Tech II
Pay Grade	FM06
Range Minimum	$30,110
33rd %	$33,620
Range Midpoint	$35,380
67th %	$37,130
Range Maximum	$40,650
Exemption Status	Non-Exempt
Approved Date:	3/11/2025 11:33:42 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under minimal supervision, responsible for 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

- Processes 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 on University campus by utilizing knowledge of multiple routes and filling mail delivery gaps. Drives vehicles on delivery routes as needed.
- Assists students, faculty, and/or staff with complex mail related issues such as assigning mailboxes, keys, and cards; collecting and providing information; selling supplies; facilitating student package pickup; and resolving complicated questions and mail-related issues.
- Leads, mentors, and trains University Mail Tech I’s, student workers, and TES employees.
- Records billing information to ensure proper allocation of mail charges to departments.
- Completes administrative duties such as maintaining records and forms, auditing cash and stamps, labeling mail boxes, and completing documentation of activities.
- Picks up and delivers 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

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	3 years of	Experience in customer service, logistics, and/or delivery route experience.	And
			2 years of	Must have at least 2 years at the preceding level or equivalent experience.	

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

Mastery of metering, the billing system, package tracking system, and at least 3 delivery routes	
Sound understanding of logistics and routing.	
Thorough knowledge of best customer service practices.	
Working knowledge of federal, state, and university rules and regulations regarding the processing, metering, and delivery of mail.	
Ability to work under limited supervision; Ability to utilize a computer; Ability to use Excel.	

MINIMUM LICENSES & CERTIFICATIONS

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

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	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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