



JOB INFORMATION

Job Code	NA03
Job Description Title	University Mail Tech I
Pay Grade	FM05
Range Minimum	\$28,250
33rd %	\$31,550
Range Midpoint	\$33,200
67th %	\$34,840
Range Maximum	\$38,140
Exemption Status	Non-Exempt
Approved Date:	3/11/2025 11:33:21 AM

JOB FAMILY AND FUNCTION

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

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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	High School Diploma or equivalent	and	1 year of	Experience in customer service, logistics, and/or delivery route 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

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	
Noise				X	

WORKING ENVIRONMENT

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

Vision Requirements:

Ability to see information in print and/or electronically.