

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



POSTAL SERVICES PROCESSOR

Class Code: 0019

FLSA Code: N/E (Non-Exempt)

Pay Range: 04

JOB SUMMARY

Under general supervision, prepares incoming mail for distribution and processing outgoing mail. This includes distribution and collection of mail, determining and affixing postage, and maintaining records on postage, registered mail and packages.

PRIMARY DUTIES

1. Sorts incoming mail for distribution and dispatches outgoing mail; processes registered, certified, and insured items, bulk mailings, and United Parcel Service packages; stamps date and time of receipt on incoming mail.
2. Collects and delivers mail to specified locations on campus for processing. Secures required signatures for accountable mail items such as registered mail and stamp orders.
3. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payments. Researches and addresses undeliverable mail.
4. Examines outgoing mail for appearance and seals envelopes. May fold letters or circulars and insert into envelopes.
5. Weighs mail to determine correct postage. Processes outgoing mail including registered, certified, insured items, bulk mailings and United Parcel Service packages.
6. Makes entries to records regarding postage, parcels, billing and mail requiring special handling such as certified, insured and express mail.

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7. Operates standard equipment including scales, metering devices, bundle machines, photocopiers, facsimile and bar code machines.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

EXPERIENCE: One year of related work experience.

OTHER: Valid Maryland Non –Commercial Class C or equivalent driver’s license.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to sort and process mail; lift and carry mail bags and boxes up to 70lbs; to communicate effectively; to understand follow directions; operate standard office postal equipment and postal services machines; to perform extensive standing and walking.

OTHER:

Exempt for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for year- basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Mail carriers may be required to be bonded to handle certain routes dealing with large sums of money.