

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



POSTAL SERVICES SUPERVISOR I

Class Code: 00917
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises all phases of a post office sub-unit or a small mail installation. Supervises and trains subordinate personnel.

PRIMARY DUTIES

1. Plans, directs and supervises postal services activities of a sub-unit or small mail facility. Schedules work and assigns carrier routes.
2. Processes incoming and outgoing mail including registered, certified, and insured items, bulk mailings and United Parcel Service packages; processes chargebacks to specific departments for mailing services.
3. Responds to routine inquiries by providing factual information or interprets departmental policies and procedures.
4. Makes routine trips to the post office to add postage to the meter and send outgoing mail.
5. Makes entries to records regarding postage, registered mail, parcels, and mail requiring special handling and mileage sheets. Prepares related reports and billing statements.
6. Ensures operational readiness of equipment; performs routine maintenance and repairs on equipment.
7. Operates standard equipment including personal computers, scales, metering devices, bundle machines, photocopiers, facsimile and bar code machines.
8. Provides advice to customers concerning basic mail rates and fees.

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9. Sets up and maintains employee and student locator systems.
10. Performs the duties of Postal Services Processor as needed.

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: Three years in mail processing.

OTHER: Valid Maryland Non-commercial Class C or equivalent driver's license.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of United States Post Office procedures and regulations; of postal rates and meter operations. Skill in sorting, processing and delivering mail. Ability to supervise and train subordinate personnel in postal services processing activities; to lift and carry mail bags and boxes up to 70 lbs.; to communicate effectively; to understand and follow directions; operate standard office equipment and postal services machines; to perform extensive standing and walking.

OTHER:

Except 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.

