

MORGAN STATE UNIVERSITY JOB SPECIFICATION



POSTAL SERVICES SUPERVISOR II

Class Code: N1142
Pay Range: 11

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises all phases of postal services at an institution, including collection, sorting, delivery, and processing of all incoming and outgoing mail. Supervises and trains subordinate personnel.

PRIMARY DUTIES

1. Plans, directs and supervises postal services in a large mail facility.
2. Oversees delivery of incoming mail to specified locations and collection of mail from departments and specified locations.
3. Schedules daily work of employees, as well as routes of trucks and mail carriers. Trains subordinate personnel within department. Plans, schedules, assigns and reviews work.
4. Responds to non-routine inquiries by providing factual information or interpretation of departmental policies and procedures.
5. Submits monthly statements for collection of amounts due by departments. Maintains appropriate records regarding postage, registered mail, parcels, and mail requiring special handling.
6. Ensures operational readiness of equipment.
7. Operates standard equipment including calculators, personal computers, scales, metering devices, bundle machines, photocopiers, facsimile and bar code machines.
8. Supervises sale of postal items at a window in the post offices.

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9. 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: Six years in mail processing, two years of which was in a lead or supervisory capacity.

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

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of United States Post Office procedures and regulations; of postal rates and meter operations. Skill in sorting, processing and delivering mail; in providing guidance and instruction to postal services personnel. Ability to plan and supervise postal service operations; 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