Skill Category: Clerical
Position (Employee) Class: 5N281 (N1)
Grade: 7
Date: 11/2014

Department: SHSU Post Office

Educational & Experience Requirement: High school graduate or G.E.D. equivalent. Four years of relevant clerical experience, including at least three years experience with postal service activities or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs and supervises postal duties of a complex nature relating to the production and distribution of campus mail and outgoing United States (U.S.) Mail.

Supervision Given & Received: Works under minimum supervision and may supervise other mail clerks and student assistants as assigned from the Mail Service Manager.

Primary Responsibilities: Sorts and distributes U.S. and campus mail, and dispatches outgoing mail. Registers, insures and certifies mail, trains and supervises personnel on machinery, processes international mail, and issues rent boxes to departments. Oversees the operation (including training of students) of the postage meter machine. Monitors and coordinates accounts with other university departments. Handles year-end box report and year end surcharge report. Monitors various departmental mail accounts. Assists with data entry of bulk mailings and collections of funds before shipping to United States Postal Service (USPS). Supervises the selling of stamps, and money orders. Accepts checks and cashes money orders. Handles bank deposits and financial reports of the day's business. Oversees the funds in assigned cash drawer. Accurately reports money orders for up to four years prior. Ensures current USPS postage rates are used at the window and on discounted mail. Ensures the timely delivery and collection of both morning and afternoon departmental mail. Supervises and works front counter as needed. Assists the Mail Services Manager and assumes all duties in their absence. Performs other related duties as assigned.

Other Specifications: May require the ability to type. Standard equipment common to most post offices. Must have accuracy in business mathematics, spelling, grammar, punctuation and all phases of work. Interpret policies and meet new conditions. Work is performed mostly in a general post office setting and semi-private office. Ensures all mail is processed and ready for a timely dispatch with USPS and Pitney Bowes.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.