

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5784

MAIL CARRIER

Abolished Effective February 10, 2006

DEFINITION

Sort, deliver, and collect United States Government and campus mail.

DISTINGUISHING CHARACTERISTICS

Positions in this class have mail collection and delivery responsibilities for a variety of buildings within an institution or campus. Incumbents may be expected to apply knowledge of United States Post Office Regulations, Chapter I.

TYPICAL WORK

Deliver and collect United States mail, parcel post packages, campus mail, and books and files within campus locations;

Case and sort United States and campus mail;

Load mail sacks, may place meter tapes on flats and packages, and occasionally operate mailing machines;

Make delivery of bulk, insured, registered, certified, and regular mail;

As required, sort, classify, and rate mail for proper postage;

May operate scooters;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation or GED Certificate; valid motor vehicle operator's license may be required.

Six months office or clerical experience may be substituted for educational requirements.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 3-14-75