

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5787

MAIL SERVICES LEAD

Abolished Effective February 10, 2006

DEFINITION

Serve as lead in the sorting, delivery, and collection of United States and campus mail.

DISTINGUISHING CHARACTERISTICS

Positions in this class are working leads over subordinate carriers, clerks, raters, and part-time student help. Incumbents are expected to have knowledge of United States Post Office Regulations Chapter I, and Publication 42.

TYPICAL WORK

Assign, instruct, and review the work of mail carriers and temporary personnel;

Deliver and collect United States mail, campus mail, books, files and parcel post packages; may drive light delivery trucks;

Oversee mail routes and delivery stops; recommend route changes as indicated;

Assist subordinates in mail rating, mail addressing and postage determination problems;

Assist patrons in proper classification and mail rates for bulk or overseas mailings;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or GED certificate AND valid motor vehicle operator's license; and one year of full-time experience rating, sorting, and distributing United States Government and campus mail.

Six months' additional office or clerical experience may be substituted for required education.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

The examination (including written, E & T and oral components) will consist of a scored evaluation of the applicant's experience in rating, sorting and distributing mail, or in related area; knowledge of postal procedures; ability to perform or learn to perform duties of a lead in sorting, delivery and collection of mail; and personal qualifications related to the ability to perform the duties of a Mail Service Lead. A part of the examination may be given and scored by an examining panel.

New Class: 3-7-73

Revise MQ: 7-2-90