

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5790

MAIL RATER

Abolished Effective February 10, 2006

DEFINITION

Sort, classify, and rate mail for proper postage.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are distinguished by responsibility for rating both foreign and domestic mail for proper postage and are expected to have knowledge of United States Post Office Regulations Chapter I, and Publication 42.

TYPICAL WORK

Process bulk and individual outgoing mail from institution departments to foreign and domestic areas that require postage and/or special mailing classification;

Operate postage meter addressing and other mailing machines;

Determine optimum postage rate for mail;

Answer inquiries from faculty, staff and students on proper mailing raters and schedules;

Sort and case mail;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or GED certificate AND one year of experience processing United States and/or campus mail.

Six months of additional experience or training as a Mail Rater, or equivalent, may substitute 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:

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: 3-7-73
Revise MQ: 7-2-90