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## Auburn University Job Description

Job Title: **Asst Mgr, Mail Services**

Job Family: No Family

Job Code: **EA21**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

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### Job Summary

Manages the daily activities and operations of the University Mailroom.

### Essential Functions

1. Oversees the delivery and pick up of U.S. and campus mail.
2. Sorts incoming and outgoing mail.
3. Ensures mail is metered with appropriate amounts.
4. Inputs monthly chargeback information to bill departments for their packages in the mail management system.
5. Completes appropriate documentation related to employee time, leave, and other administrative matters.
6. Performs Mail Carriers and Mail Representatives duties as needed.
7. Responds to questions and comments from University personnel, students, parents, and the public.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	3	Experience in mailroom operations and services

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of United States Postal rules and regulations.

#### **Certification or Licensure Requirements**

Valid Driver's License

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011

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