Auburn University Job Description

Job Title: University Mail Carrier
Job Code: NA03
FLSA status: Non-exempt

Job Summary
Provides mail service to University offices.

Essential Functions
1. Processes incoming and outgoing University mail.
2. Picks up and delivers mail along a prescribed route on University campus.
3. Picks up and delivers mail to U.S. Postal Service.
4. Records billing information to ensure proper allocation of mail charges to departments.
5. Operates and maintains stamp and metering machines.
6. Drives vehicles on delivery routes as needed.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.</td>
<td>Follows detailed instructions and procedures.</td>
<td>High school diploma or equivalent.</td>
</tr>
<tr>
<td>II</td>
<td>Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.</td>
<td>High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

**Level I**
High school diploma or equivalent.

**Level II**
High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

<table>
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<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>Experience in postal service operations</td>
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</table>

**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

**Minimum Required Knowledge**

**Certification or Licensure Requirements:**
Valid Driver's License

**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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 1/5/2012