
Auburn University Job Description

Job Title: **Coord, Mailroom-Department**

Level I

Grade FM06 \$28,300 - \$38,200

Job Code: **EA11**

Level II

Grade FM07 \$29,700 - \$40,100

FLSA status: Non-exempt

Job Summary

Coordinates workflow in the processing of departmental incoming and outgoing mail.

Essential Functions

1. Processes and presorts outgoing mail to Post Office while ensuring it meets distribution regulations.
2. Sorts incoming mail to the departments within building.
3. Ensures proper operation of mail machines and related distribution machines ensuring the mail is properly prepared for distribution.
4. Prepares postage and handling forms and postage allocation reports for charges to individuals within departments.
5. Communicates regularly with staff to keep them aware of activities, changes in regulations and to answer general mail questions.
6. Maintains and conducts minor service maintenance of mail vehicle.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	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.	Follows detailed instructions and procedures.	High school diploma or equivalent.
II	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.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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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.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in mailroom services

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

See Job Family Levels

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, .

Job occasionally requires sitting, and lifting up to 10 pounds.

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

Date: 1/3/2012
