



JOB INFORMATION

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| Job Code | EA21 |
| Job Description Title | Supv, Mail Services |
| Pay Grade | FM13 |
| Range Minimum | \$46,580 |
| 33rd % | \$55,890 |
| Range Midpoint | \$60,550 |
| 67th % | \$65,210 |
| Range Maximum | \$74,520 |
| Exemption Status | Non-Exempt |
| Approved Date: | 3/26/2025 11:25:18 AM |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Mail Services |

JOB SUMMARY

Manages the daily activities and operations of the University Mailroom.

RESPONSIBILITIES

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

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| 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. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-----------------|-----------------------------------|-----|---------------------|---|
| High School | High School Diploma or equivalent | and | 3 years of | Required: 3 years of experience managing a small to medium sized work force in education, production, mail services, government, or business setting. Desired: 3 years of experience coordinating and/or managing mail room operations and services or management of large staff in a fast-paced environment. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of United States Postal rules and regulations.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|--|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State | Any State | Upon Hire | Required |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | | X | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|--------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.