



## Facilities Job Function

### Mail Clerk I

Grade 47

#### Summary

Performs duties related to the regular handling of mail or packages by performing manual duties and operating mail-processing machines.

#### Typical Duties

1. Receives and sorts incoming and outgoing mail and packages according to postal regulations and unit requirements.
2. Delivers and picks up mail and packages at proper locations within a school or unit.
3. Weighs and stamps or makes arrangements for outgoing mail and packages, operating mail processing machines as necessary.
4. Redirects misaddress items.
5. Maintains logs of postage charges, receipt forms, and other records as required.
6. May be responsible for lifting and moving heavy items.
7. Performs related job duties as required.

#### Typical Requirements

*Education:* High school graduate or equivalent preferred.

*Skills and Experience:* No previous experience required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.