



Facilities Job Function

Mail Clerk II

Grade 48

Summary

Performs a variety of duties related to the processing and delivery of regular and specialized mail and/or packages to the proper destination, which involve the use of a motor vehicle.

Typical Duties

1. Receives and sorts incoming and outgoing mail and packages.
2. Delivers and picks up or oversees the delivery and pick up of mail and packages at specified locations.
3. Weighs and stamps or makes proper arrangements for outgoing mail and packages and items requiring special handling, operating mail processing machines as necessary.
4. Researches locations and redirects misaddressed items.
5. Maintains logs of postage charges, receipt forms, and other records as required.
6. May be accountable for adhering to a specific time schedule.
7. May be responsible for vehicle care (e.g. oil, gasoline, cleanliness).
8. May be responsible for lifting and moving heavy items.
9. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent preferred.

Skills and Experience: One to two years of related experience.

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.