

JOB TITLE: Mail Clerk/Duplicator

DEPARTMENT: Finance & Administration

LOCATION: Union Campus

REPORTS TO: Coordinator, Bookstore, Mail & Imaging Services

FLSA: Non-Exempt

LEVEL: 101

DATE: 02/19/2013

POSITION SUMMARY: Responsible for campus mail pickup and delivery and printing services; including processing, distributing, and maintaining equipment associated with these duties and small package receiving.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of high school/GED; 6 months related experience

ESSENTIAL TASKS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Sort incoming mail, both intercampus and U.S. mail; deliver and pick up mail daily at campus stations; sort and process outgoing U.S. mail and deliver to post office.
- Perform all tasks related to printing projects, including receiving, scheduling, printing, folding, and additional duties related to production.
- Receive, record and identify small packages; track outgoing small packages and special service mail.
- Verify corresponding purchase orders, assure delivery/pick up by obtaining signature of recipient and forward purchase order to business office.
- Report duplicating charges generated from campus copiers and printing projects.
- Report departmental charges for mail services to financial services office.
- Maintain accurate postal financial records regarding accounts with USPS.
- Make sure funds are available in the Pitney Bowes machine and request additional as needed.
- Assist campus departments with address databases.
- Maintain a record of completed printing projects.
- Anticipate and contact departments for processing large or time sensitive projects.
- Maintain inventory and records required in operating a variety of printing equipment and standard mail equipment.
- Report delivery status to sender as needed.
- Complete forms for special service mail per postal requirements, as necessary.
- Report shipping charges from all out going packages to the financial services office.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES:

College: Knowledge of college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to establish and maintain positive working relationships with employees at all levels and off-campus mail persons; ability to handle confidential materials judiciously; ability to understand instructions verbally and in writing; knowledge of campus layout (buildings, offices, mail stations)

Department: Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; knowledge of safety procedures for operating electrical and mechanical equipment; ability to work accurately with numbers; ability to devise or modify methods

or processes to solve specific problems; ability to organize and express ideas, directions, and data in a logical sequence to describe a process or explain to someone else how to perform a task; excellent customer service skills; ability to make minor adjustments to maintain proper operation and perform required cleaning of equipment as listed above; knowledge of proper lifting techniques.

COMMUNICATION SKILLS: Follow technical instructions, procedure manuals, and charts to solve practical problems; ability to read and write English at the level normally attained in high school; communicate to convey or exchange general work-related information or service to internal or external customers.

DECISION-MAKING and ANALYTICAL SKILLS: May be responsible for providing information to those who depend on a service or product; perform clerical or manual duties; adhere to college and department policies, procedures, and practices; perform job duties in a safe and efficient manner.

EQUIPMENT AND SOFTWARE: Current information technology used by the college and department, including but not limited to, Microsoft Office, Outlook, etc; ability to operate office machines such as telephones, fax machines, copiers or calculators; ability to operate standard duplicating, general print shop, electronic postage metering equipment, and general office equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; while performing the duties of this job, the employee is regularly exposed to moisture and/or humidity; the employee is frequently exposed to risk of burn hazards and electrical shock; the noise level in the work environment is usually moderate.

Physical: While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; the employee is regularly required to stand and walk; the employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

POSITIONS SUPERVISED: None

SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION – *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6712 or hnotice@eastcentral.edu.*