

POSTAL CLERK I**NATURE OF WORK**

This is general clerical, mail service and messenger work in collecting, processing and delivering mail, printed material, and packages.

Work involves responsibility for delivering mail, printed material and packages to assigned buildings on or off campus, and includes the collection, sorting, weighing and staking of mail. Work assignments also include some physical exertion in the carrying, loading and unloading of mail bags and related materials. Employees of this class receive in-service training and remain in this class until completion of a training program. Work is performed according to established schedules, policies and procedures and is reviewed through observation of performance and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Loads, unloads and carries mail to and from vehicles; sorts and bundles; delivers mail, pay cheques, printed material and packages to departmental offices on or off campus, according to established schedules or special assignments.

Picks up mail from assigned buildings; sorts, weighs and applies proper postage to letters, packages and other material; readdresses and forwards mail to faculty, students and staff; bundles mail for delivery to the Canada Post Office.

Operates standard mail room equipment such as postage meter machine, postal scales and related equipment; cleans mail room equipment.

May be required to operate a motor vehicle.

Perform related work as required.

REQUIREMENTS OF WORK

Some experience as a messenger or mail clerk; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of post office procedures involved in the processing of mail.

Ability to learn assigned tasks including the operation of standard post office equipment.

Ability to learn the location of University organizations, faculty, staff and offices.

Ability to operate a motor vehicle as required.

Ability to establish and maintain effective working relationships.

Physical strength sufficient to perform heavy manual tasks.

Possession of a valid Province of Newfoundland and Labrador driver's license.

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