

POSTAL CLERK II**NATURE OF WORK**

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

This class includes positions responsible for the operation of a satellite mail room; or those which perform assigned messenger, delivery and mail room duties. Employees of this class are responsible for ensuring that the distribution and sorting of mail, packages and special deliveries are carried out in accordance with established schedules, policies and procedures. Work may also include instructing subordinates and the operation of a motor vehicle. Work is performed with independence and is reviewed through observation of performance and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Performs postal duties in a satellite or central mail room; allocates mail boxes to departmental staff; sorts and distributes incoming mail, printed material and office communications; sorts, weighs and applies postage to outgoing mail; processes special bulk mailings; readdresses and returns incorrectly addressed mail; maintains records of incoming and outgoing mail requiring special handling, such as registered, C.O.D. and insured mail.

Picks up mail and packages at the Canada Post Office; participates in sorting mail; delivers mail, library books, printed materials, papers, films, press releases and special letters to various locations on or off campus; maintains postage meter and records readings on postage meter book; makes bank deposits and picks up bank drafts when required.

Drives a motor vehicle to deliver mail, messages, library books, printed material, water samples and packages; performs other clerical tasks.

May be required to instruct new employees in mail and messenger services.

Perform related work as required.

REQUIREMENTS OF WORK

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

Knowledge of postal rates, regulations, mailing and shipping procedures.

Knowledge of special mail handling procedures, involving a number of couriers.

Knowledge of the location of University organizations, faculty, staff and offices.

Knowledge of location of various buildings in St. John's and the surrounding area.

Ability to instruct subordinate personnel in mail and shipping procedures and in the operation of mail room equipment.

Ability to perform clerical and related mail and messenger duties.

Ability to understand and follow oral and written instructions.

Ability to operate a motor vehicle.

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.

0106

1992.12.03

Confirmed: 2004.01.05