

# University of Houston – Clear Lake

## Position Description

Job Title: **Delivery Clerk**

Job Code: **5212**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Requires heavy lifting.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Makes deliveries for a school or department. After initial training period, familiarity with university mail/delivery procedures.**

Duties and responsibilities	% Time
Delivers merchandise to departments.	20
May delivers mail to departments.	20
May assist with sorting mail.	20
May deliver bulk mail to downtown post office when needed.	20
Performs routine clerical duties as requested.	20

*This position description describes the general qualifications, duties and responsibilities of work being performed.*