

# University of Houston – Clear Lake Position Description

Job Title: **Mail Clerk**

Job Code: **5213**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

## QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience		Six months.
License/Certification	Texas driver's license.	

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

## POSITION SUMMARY

**Pick up, deliver, prepare all university mail.**

Duties and responsibilities	% Time
Distribute all university mail.	50
Pick up and deliver mail to U.S. Post Office.	20
Keep business reply account balanced.	10
Assist other departments (Central Stores, Receiving, etc.)	10
Prepare and deliver all university bulk mail to Bulk Mail Acceptance Unit (BMAU).	10

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