

University of Houston – Clear Lake

Position Description

Job Title: **Mailroom/Stores Clerk**

Job Code: **5214**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

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

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

POSITION SUMMARY

To order, stock and sell stores supplies. To complete and distribute all associated forms. Pick up, deliver, prepare all UHCL related mail. Assist Supervisor as needed.

Duties and responsibilities	% Time
Distribute all university mail.	35
Prepare and deliver orders to departments.	25
Pick up and deliver mail to U.S. Post Office. Maintain inventory weekly. Prepare and deliver all university bulk mail to Bulk Mail Acceptance Unit (BMAU). Assist Copy Center and Print Shop as needed.	20
Keep inventory at acceptable levels (stock and restock as needed).	10
Assist Supervisor and Receiving as required.	10

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