

University of Houston – Clear Lake

Position Description

Job Title: **Senior Mail Clerk**

Job Code: **5215**

Pay Grade: **060**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	One year mail experience.	Two years mail experience, one year supervisor level.
License/Certification		

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

POSITION SUMMARY

Pick up, deliver, prepare all university mail, maintain postal budget, maintain postal service operations.

Duties and responsibilities	% Time
Distribute all university mail.	40
Pick up and deliver mail to U.S. Post Office. Assist other departments (Stores, Receiving, etc.). Keep bulk mail account balanced. Process Airborne DHL invoices as needed. Postage and maintenance of equipment, pay fees, monthly reports.	25
Process daily service center batch sheets.	15
File postal expenditures; open and forward mail.	10
Reconcile postal budget with monthly PeopleSoft reports.	10

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