

Posted: September 18, 2018



POSITION ANNOUNCEMENT

TITLE: POSTAL CLERK

DEPT: POST OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$10.30

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: September 26, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Duties include: Provide window service; Pick up and deliver mail to main post office once daily; Sort and box USPS and campus mail; Forward all change of address; Meter outgoing mail; Take daily inventory of registers & safe; prepare daily deposits; Deliver mail to departments throughout campus & designated boxes throughout campus once a day; prepare paperwork for outgoing bulk mailings; Accept and record incoming and outgoing UPS packages; Prepare Tech deposit and maintain record of sales. Other duties assigned by supervisor.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Postal experience desired. Must have clerical experience, Computer skills, communication skills, and the ability to lift 70 lbs required. Must have cash register experience. Excellent customer service skills required. Must have a valid New Mexico driver's license and be able to complete Defensive Driver's license course. Most of the work is done indoors, but during mail route employees will deal with seasonal weather while loading and unloading van. Tack, perseverance and independent judgement are required characteristics. Positions employed at the Post Office are subject to a pre-employment drug screen. An offer of employment for any of these positions is conditional on successfully passing the pre-employment drug screen.