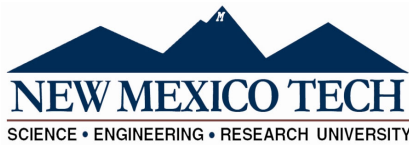


Posted: February 14, 2023



POSITION ANNOUNCEMENT

TITLE: POSTAL CLERK

DEPT: POST OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: February 22, 2023* 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 SUMMARY:

Pick up and deliver USPS mail and campus/departmental mail, provide window service, sell stamps, money orders, assist with UPS, DHL and FedEx, maintain post office boxes, etc. Other duties assigned by supervisor.

JOB FUNCTIONS:

Provide window service	35%
Sort and box USPS and campus mail	20%
Meter outgoing mail	15%
Delivers mail to departments and designated boxes twice daily	10%
Pick up and deliver mail to and from main post office three times a day	10%
Daily drawer audit paperwork	5%
Forwards all change of address requests	5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Computer skills, preparing spreadsheets, database management, Microsoft word, Microsoft office. Cash register. Lift 70 lbs. Communications skills. Must work well with others. Valid driver's license, defensive driving certificate.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	S

PHYSICAL DEMANDS:

Standing 80%	Sitting 10%	Walking 50%	Pulling 10%
Pushing 10%	Lifting 50%	Stooping 10%	Kneeling 10%
Crawling	Climbing	Reaching 10%	Other

Apply to: nmtjobapps@npe.nmt.edu