

Classification and Qualification



STANDARDS

The California State University System

Mail Clerk

Class Code 1505

Date Established 1-31-69

Date Revised 1-1-78

Occupation Index Reference D-2

DEFINITION:

Under immediate supervision, to perform work involving the collection, sorting, and distribution of campus mail, United States mail and other printed and packaged materials for the college; and does related work as required.

Examples of Typical Activities:

The incumbents of positions in this class are responsible for making campus mail pickups and deliveries. They are engaged in receiving, sorting and distributing to the various departments and divisions, campus mail, United States mail and files as well as packages from a central room. They weigh, stamp or run outgoing United States mail through a meter mailing machine, and may keep accounts to charge the various departments for the mailing expenses. The incumbents may use three-wheel delivery trucks or pickup trucks for both on-campus and off-campus deliveries.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

General knowledge of office methods, supplies and equipment; working knowledge of current postage rates and shipping rules and regulations.

Ability to accurately interpret and apply current postage rate charts and regulations; ability to spell correctly; ability to read and write at a level appropriate to the duties of the position; ability to make arithmetical computations quickly and accurately.

and

Experience:

One year of general office clerical work, stock clerk work or delivery service work.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic