

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** UNIVERSITY POSTAL MAIL CARRIER, SENIOR

**Reports To:** Designated Supervisor

**UW Job Code:** 7263

**UW Job Family:** 72 - Service/Maintenance/Support

**SOC Code:** 43-5052

**FLSA:** Non-exempt

**Pay Grade:** 15

**Date:** 10-8-03 (revised 7-1-04; 7-1-06)

### **JOB PURPOSE:**

Act as an intermediary between the United States Postal Services and the University of Wyoming Postal Services handling federal mail; responsible for acceptance of federal mail (including insured, registered, certified and same-day postmark) and the sorting and distributing of these packages/mail to the appropriate campus departments; and assist with the general operation of the University Postal Services operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Sort the federal mail into appropriate department bins for daily distribution to campus departments.
- Coordinate daily with the United States Postal Services regarding acceptance of federal mail and sign for accountable items (including insured, registered, certified and same-day postmark).
- Hire and supervise the mail sorting staff.
- Must adhere to Federal Postal Regulations; stay current with changes in Federal regulations.
- Determine and apply postage to outgoing mail; and record insured, certified and registered mail.

### **SUPPLEMENTAL FUNCTIONS:**

- Act as back-up for University Postal Mail Carriers and relief for inside University Postal Services operations as needed.
- Assist customers with postal services and with questions or with problem resolution as needed.

### **COMPETENCIES:**

- Attention to Detail
- Consistency
- Integrity
- Technical/Professional Knowledge

- Service Orientation
- Quality Orientation

### **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Federal postal rules, regulations and procedures.
- Customer service communication concepts, methods and techniques.
- Supervisory methods, concepts and practices.
- Training methods and techniques.
- Safe driving regulations and methods.
- Applicable University regulations.
- Safe lifting and moving techniques and methods, either manually or with lift equipment.
- Campus department locations.
- Basic record-keeping methods and procedures.

Skills and Abilities to:

- Coordinate daily with the United States Postal Services regarding acceptance of federal mail and accountable items (including insured, registered, certified and same-day postmark).
- Select, train, and supervise mail sorting staff.
- Read English for sorting mail.
- Move and/or lift objects weighing up to 200 pounds regularly.
- Safely operate postal equipment including handcarts, mechanical lifts, sorting equipment, and delivery trucks.
- Effectively sort mail with hand and eye coordination.
- Check, count and verify numbers.
- Understand and follow safety regulations and procedures.
- Answer general questions about postal services.
- Assist with customer services and problem resolutions as needed.
- Work as a team member and foster a cooperative work environment.

### **WORKING CONDITIONS:**

Regularly exposed to indoor and outdoor conditions; subject to temperature changes, confined spaces, mechanical hazards, and noise. May operate mail truck occasionally.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.