UNIVERSITY OF SOUTHERN CALIFORNIA
Postal Clerk I
Job Code: 149011

Grade: D
OT Eligible: Yes
Comp Approval: 9/8/1993

JOB SUMMARY:
Receives, sorts and distributes incoming mail to designated University departments. Picks up intercampus and outgoing mail from departments and processes for distribution or postal pick up.

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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______ Collects and delivers all classes of official University mail, including intercampus mail.
______ Sorts, researches and processes all classes of incoming from the U.S. Postal Service and from the various University departments.
______ Sorts, weighs, rates and logs all classes of outgoing mail for pick-up by and/or delivery to U.S. Postal Service.
______ Operates University vehicles as assigned for pick-up and/or delivery of mail.
______ Operates postage meter, computerized scales and mail sorting machines.
______ Provides mailing and postal information and researches missing address information.
______ Maintains appropriate records regarding postage, registered mail, parcels and mail requiring special handling.

______ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
High School or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
0 - 6 Months
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Preferred Experience:
6 - 12 Months

Preferred Field of Expertise:

Mail handling/processing.

Skills: Administrative:
Answer telephones
Balance figures
Compute totals
Gather data
Input data
Read handwritten text
Research information
Verify calculations

Skills: Machine:
Adding Machine
Calculator
Photocopier
Typewriter

Supervises: Level:
May oversee student, temporary and/or casual workers.

Comments:
Frequent bending, reaching, climbing. Heavy physical effort (up to 70 pounds). Occasional exposure to adverse conditions.

SIGNATURES:

Employee: ____________________________ Date: __________________________

Supervisor: __________________________ Date: __________________________

The above 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.

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