UNIVERSITY OF SOUTHERN CALIFORNIA
Postal Clerk II
Job Code: 149015

Grade: E
OT Eligible: Yes
Comp Approval: 12/17/2003

JOB SUMMARY:
Provides mail service for all University departments and assists in supervision of postal clerks to ensure quality service.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Supervises, trains and/or leads lower level postal clerks, as assigned.
______ 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.
______ Prepares and processes all types of mail for bulk mail processing.
______ Operates University vehicles as assigned for pick-up and/or delivery of mail.
______ 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.

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

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:
1 Year
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
Mail Handling/Processing

**Preferred Experience:**
2 Years

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Compute totals
- Gather data
- Input data
- Maintain filing systems
- Read handwritten text
- Research information
- Verify calculations

**Skills: Machine:**
- Adding Machine
- Calculator
- Photocopier
- Typewriter

**Supervises: Level:**
Leads one or more employees performing similar work

**Supervises: Nature of Work:**
Clerical/Secretarial

**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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