UNIVERSITY OF SOUTHERN CALIFORNIA

Mailing Services Supervisor

Job Code: 149019

Grade: H
OT Eligible: No
Comp Approval: 9/8/1993

JOB SUMMARY:
Supervises and monitors workers and functions for major subdivision of mailing services activities.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

____  ____  Oversees major subdivision of department activities (e.g. incoming mail and personnel functions, outgoing mail and HSC mailing services, bulk mailing services and office administration).

____  ____  Supervises and trains postal clerks and/or administrative staff.

____  ____  Acts as liaison to University departments regarding postal rates, available services and general mailing information.

____  ____  Ensures that University departments are appropriately charged for mailing services.

____  ____  Interacts with U.S. Postal Service, mailing houses, printers and other vendors.

____  ____  Oversees scheduling and maintenance of University vehicles as assigned.

____  ____  Monitors budgetary expenditures for areas of oversight.

__E___  ____  Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. 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:
   2 Years
   Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
   Mail Handling/Processing

Preferred Education:
   Bachelor's Degree

Preferred Experience:
   3 Years

Skills: Administrative:
   Answer telephones
   Assemble and organize numerical data
   Balance figures
   Communicate with others to gather information
   Compute totals
   Coordinate work of others
   Develop office procedures
   Establish filing systems
   Gather data
   Input data
   Read handwritten text
   Research information
   Verify calculations

Skills: Other:
   Lead/Guidance Skills
   Supervisory Skills

Skills: Machine:
   Adding Machine
   Calculator
   Computer Network (Department or School)
   Fax
   Personal Computer
   Photocopiier
   Typewriter

Supervises: Level:
   Supervises employees who do not supervise

Supervises: Nature of Work:
   Administrative
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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