UNIVERSITY OF SOUTHERN CALIFORNIA

Mail and Material Handler I

Job Code: 155008

Grade: D
OT Eligible: Yes
Comp Approval: 10/18/2013

JOB SUMMARY:
Receives, sorts and processes mail, packages and other items for university departments. Makes deliveries and pick ups as required.

JOB ACCOUNTABILITIES:

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Collects and delivers all classes of mail and other materials, including palletized goods, bulk or heavy items and crated materials. Makes deliveries and pick ups, as required. Operates university vehicles for deliveries and pick ups, as assigned.

Sorts, researches and processes all mail, packages and other items.

Documents delivery data in accordance with departmental procedures which include the use of electronic handhelds and computerized or automated tracking system.

Operates computerized postage meter scales to determine appropriate postage.

Processes UPS and FedEx and other shipments using software for online shipping.

Maintains appropriate records regarding postage, parcels and mail requiring special handling.

Verifies merchandise shipments received against purchase orders and/or packing slips. Checks merchandise for possible damage.

Transfers materials from storage facility to ordering department and/or relocates materials within storage facility using hand truck, forklift or other material handling equipment.

Operates material handling equipment such as pallet jacks and forklifts.

Maintains inventory records and prices of goods, as necessary. Processes all forms of payment including checks and credit cards. Prepares paperwork for deposit.

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
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 work experience and education as equivalent

**Minimum Experience:**
- 0 - 6 months

**Minimum Field of Expertise:**
- Prior customer service experience

**Preferred Experience:**
- 6 - 12 months

**Preferred Field of Expertise:**
- Mail handling/processing and/or material handling/processing

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Compute totals
- Customer service
- Gather data
- Input data
- Maintain logs
- Read handwritten text
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Mail and/or postage meters/machine
- Material handling equipment
- Personal computer
- Photocopier

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

Frequent bending, reaching, climbing. Heavy physical effort (up to 70 pounds). May require ability to operate a forklift and other material handling equipment and to use scales, postage meters. UPS machines and other similar machines. Requires current valid California’s driver’s license.

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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