### UNIVERSITY OF SOUTHERN CALIFORNIA

**Mail Production Clerk**

**Job Code:** 155013

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**Grade:** E  
**OT Eligible:** Yes  
**Comp Approval:** 6/20/2008

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**JOB SUMMARY:**

Prepares, coordinates and processes bulk mass mailing for university departments which require operation of mail production equipment.

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**JOB ACCOUNTABILITIES:**

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- Processes mail production jobs which include operating folder/inserter, folding machine, tabber, tabletop address printer, inkjet and postage meter equipment.
- Operates mail processing equipment which addresses and barcodes outgoing mail.
- Formats address list using address cleaning software to properly standardize the address components.
- Weighs and determines appropriate postage rates for outgoing mail according to USPS regulations.
- Bundles, tags and bags mail for delivery to the Post Office.
- Provides customer assistance with mail piece design, postal requirements and mail production standards.
- Maintains records of daily production. Prepares reports as requested.
- Enters data on appropriate online form to schedule job production.
- Operates university vehicles to deliver and pick up production materials.
- Attends certification workshops, mail piece design seminars and industry specific events.
- 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. Sorts, researches and processes all mail, packages and other items. Processes UPS and FedEx and other shipments using software for online shipping. Operates university vehicles as assigned for delivery and pick up. Verifies merchandise shipments received against purchase orders and/or packing slips. Checks merchandise for possible damage.
- 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.*

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**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 work experience and education as equivalent.

**Minimum Experience:**
- 6 - 12 Months

**Minimum Field of Expertise:**
- Mail production experience and/or mail/material handling experience

**Preferred Experience:**
- 1 Year

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

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Mail and/or postage meters/machine
- Mail production equipment
- Material handling equipment
- Personal Computer
- Photocopier

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

**Comments:**
May require ability to operate a forklift and other material handling equipment and to use scales, postage meters, UPS and FedEx machines and other similar machines. May require frequent bending, reaching climbing and heavy physical effort (up to 70 pounds). Requires current valid California 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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