Classification Specification for Classified Service

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**Title:** Mail Processor

**Pay Scale Group:** 96H

**Essential Function**

Set-up, operation and minor maintenance of automated mail processing equipment; perform encoding to sort incoming and outgoing mail; prepare, sort, and process outgoing bulk and international mail.

**Characteristic Duties**

1. Set-up and operate automated mail processing equipment (e.g., operate keyboard on data entry equipment; encode/barcode envelopes; data enter information for encoding; load & unload pre-sorted & sorted mail, etc.) & make corrections & adjustments as needed; perform routine maintenance of automated mail processing equipment (e.g., load & thread labels; replace ink cartridges & clean ink jets; run diagnostic tests & make corrections; etc.).

2. Process bulk and international mail (e.g., sort; tie; bundle; label; weigh; register; etc.); follow USPS requirements for 2nd class, 3rd class, and international mail.

3. Operate postage machines; maintain proper postage on meter and accurate records of postage used; prepare mail for pre-sort; bundle and sack mail.

4. Deliver and pick up mail; load and carry mail and parcels; perform clerical tasks related to mail processing (e.g., provide information; maintain records concerning mail sent or received; etc).

5. Supervise student workers; perform related duties based on department need.

**Unusual Working Conditions**

- May work outside exposed to weather.

**Minimum Qualifications**

- High school/GED diploma is required. Ability lift up to 70 pounds required; one year mail processing experience.