

POSTAL CLERK III**NATURE OF WORK**

This is advanced clerical and mail service work in the University mailroom.

This class includes positions responsible for assisting in the direction and supervision of the University mailroom and/or for supervising and co-ordinating activities of workers engaged in delivering mail and messenger services. Work involves participating in the performance of all mailroom operations including preparing mailroom machines and equipment for operation; responsibility for ensuring that deliveries, sorting and distribution is carried out in accordance with established policies and procedures; and providing information on postal rules and regulations. Work is performed independently and is reviewed through observation of performance and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in supervising the mailroom operations; provides information on postal rules and regulations; assists in implementing new procedures and keeping postal guide up to date; instructs new employees in mail and messenger duties.

Supervises, co-ordinates and participates in activities of postal clerks engaged in arranging, pick-up and delivery mail according to specified routes, distributing stationary and office supplies and messenger services.

Supervises and participates in sorting, weighing, stamping and dispatching of mail; works at counter; traces peoples' locations through a variety of sources for readdressing mail; maintains summary statistics and other records; delivers mail, supplies, and packages to assigned buildings.

Oversees use and operation of postal equipment; prepares mailroom machines and equipment for daily operations.

Relieves mailroom supervisor in directing and operation of the mailroom.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in mailroom operations involving a variety of procedures; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of postal regulations, mailing and shipping procedures.

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Considerable knowledge of the location of University organizations and offices.

Ability to supervise subordinate employees in mail and shipping procedures, and to instruct staff in the operation of a variety of office and postal machines.

Ability to operate a variety of office and postal machines including postage meters, postal scales, cash register and adding machines.

Ability to operate a motor vehicle.

Ability to understand and follow instructions and to transmit these orders to subordinate employees.

Ability to establish and maintain effective working relationships with subordinates, students, faculty, and administrators.

Physical strength sufficient to perform heavy manual tasks.

Possession of a valid Province of Newfoundland and Labrador driver's licence.

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