

MAIL MESSENGER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2663	Mail Messenger/*Mail Carrier	04	214	6 mo.	05/15/91
3544	Mail Supervisor	04	214	6 mo.	05/15/91

Promotional Line: 130

Series Narrative

Employees in this series perform or supervise the performance of activities related to the collection and distribution of university/institutional mail. Since these employees are responsible for collecting and delivering mail to all departmental, administrative, and academic units, they are located in the university/institution's centralized mail collection/distribution facility.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Mail Messenger/*Mail Carrier

2663

Employees at this level perform tasks related to the collection and distribution of university/institutional mail, working under general supervision from a Mail Supervisor or other designated supervisor who is responsible for the university/institutional centralized mail distribution function.

A Mail Messenger typically –

1. collects, sorts, cases, and delivers university/institutional correspondence to and from all units as assigned
2. seals, weighs, and applies postage to correspondence outbound from the university/institution
3. reports changes of address to supervisor
4. maintains records, supplies, and equipment as directed
5. drives vehicles in the performance of duties as necessary
6. performs other related duties as assigned

Level II: Mail Supervisor

3544

Employees at this level serve as working supervisors in charge of employees engaged in the collection and distribution of university/institutional mail, working under direction from a designated supervisor who is responsible for the overall university/institutional mailing services facility.

A Mail Supervisor typically –

1. determines employee work schedules and assigns delivery routes
2. acts as working supervisor of employees engaged in the collection and distribution of university/institutional mail
3. trains new employees and provides on-the-job training for all employees supervised
4. maintains required records
5. investigates and resolves complaints from units or individuals concerning the collection and distribution of correspondence or other mail services
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Mail Messenger/*Mail Carrier

2663

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver's license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledges, skills, and abilities learned in high school that are needed to perform the job
2. good vision and hearing
3. manual and finger dexterity
4. excellent physical condition at the time of employment, as determined by methods used by the appropriate health service, which will permit reaching, 8 hours of standing or walking, and carrying a maximum of 70 pounds
5. ability to deal effectively with the public

Level II: Mail Supervisor

3544

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid driver's license as required by the State of Illinois for the type of motor vehicle(s) to be operated by the incumbent
2. five years of full-time work experience in the collection and distribution of mail

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mail sorting and casing methods
2. knowledges, skills, and abilities learned in high school that are needed to perform the job
3. ability to supervise and organize work to be performed
4. ability to learn campus building locations
5. ability to establish and maintain good working relationships with employees and the public
6. manual and finger dexterity

Mail Messenger/*Mail Carrier Revised
Mail Supervisor Revised

**Denotes Alternate Title for Class*