

POSITION DESCRIPTION

TITLE: Mailroom Assistant (Physical Plant) - (Contingent)

Collective Bargaining – Ineligible – Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

This is a position that involves limited independent judgment. Duties include assisting in the campus mail room and performing clerical work requiring application of various work methods and procedures, and familiarity with departmental functions, policies, and practices. This position reports to the Physical Plant Office Manager

Typically, this position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Understands and carries out oral and written instructions and to request clarification when needed.
- Establishes and maintains effective working relationships with co-workers and employees.
- Receives, classifies, and routes incoming mail.
- Requires standing for long periods of time and traveling outside in all types of weather to deliver mail.
- Meets the public and effectively deals with their questions or problems.
- May assist the receptionist or act as a backup for such a position.

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalent.
- Experience: At least one year of full-time employment in a responsible clerical position.
- Must possess computer skills; may be required to use a computer terminal for data entry and/or word processing.
- Working knowledge of business English, spelling, and arithmetic; office practices and procedures; and departmental rules and regulations.
- Ability to lift up to at least seventy (70) pound boxes.

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- Must possess a valid Maryland driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.