Mail Processor

University of California, Los Angeles
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Class Specifications - B.15
Mail Service Supervisor - 4821
Senior Mail Processor - 4822
Mail Processor - 4823
Assistant Mail Processor - 4824

SERIES CONCEPT

Mail Processors manage, supervise, or perform a variety of tasks that include the following: sort and classify all outgoing mail according to postal regulations (foreign and domestic) for all classes of mail; prepare packages for shipment according to postal regulations and various common carriers; prepare, classify, rate, and record information and recharges on outgoing registered, certified, receipt requested, insured, and special delivery mail according to postal regulations; receive, record, and deliver incoming registered, certified and insured mail according to postal regulations; process improperly addressed mail received by the University, searching various name and address files and directories to locate addresses; label, sort, and prepare catalogs, brochures, and other publications for shipment according to postal regulations and national ZIP scheme; maintain all bulk-mail and second-class accounts with the Post Office; answer all questions about classes of mail, postage rates, customs requirements, weight and size limitations; operate and maintain postage meter machines; sack, tray, and tub outgoing mail by classification; pick up mail from and deliver mail to the U.S. Postal Service; record charges for postage utilized by departments on daily distribution sheets, audit mail charges and prepare statements of charges for departments; operate high speed, automatic, address-labeling machines; sort U.S. and campus mail for distribution to departments; deliver U.S. and campus mail to departments; pick up outgoing mail from departments and central pickup points; and perform other related duties as required. This series normally pertains only to positions in a Central Mailing Division operation.

CLASS CONCEPTS

Mail Service Supervisor

Under direction, incumbents are assigned functional responsibility for a major mail unit within a large division; or serve as assistant managers of a smaller division; or may serve as supervisors of a campus mail room on a smaller campus. Incumbents are assigned responsibility for all of the activities described in the Series Concept that pertain to the major unit. Incumbents at this level are distinguished from Senior Mail Processors in that incumbents are assigned full supervisory control of subordinates and limited responsibility for an entire division or a major unit providing mailing services.

Senior Mail Processor

Under general supervision, incumbents typically serve as working leaders of specialized functional units, performing duties as outlined in the Series Concept; or perform as experienced specialists who, on a substantially full-time basis, deal with complex tasks of mail handling such as the following: mail classification and rating (foreign and domestic); all mail that is registered, insured, special delivery, or which requires special handling; parcel post and freight, including custom regulations and package content identification; bulk mail processing, including full knowledge of the national ZIP scheme, and the ability to operate and perform minor repairs on all high speed automatic mailing equipment; sorting from memory the incoming and intra-campus
mail, including route schemes; the maintenance, repair, and set-up of complex, high-speed labeling or mail processing equipment; customer complaints; departmental relations; satellite operations; training; and directory service. Senior Mail Processors are distinguished from Mail Service Supervisors in that incumbents do not have full supervisory control over subordinates as evidenced by authority to hire, evaluate performance, discipline, or terminate employees, although they may make strong advisory recommendations for such actions.

Senior Mail Processors, with working leader responsibilities, are Distinguished from Mail Processors in that incumbents are assigned responsibility for the work of other employees and a specific function or area of Central Mailing Division activity.

Senior Mail Processors with specialized responsibilities, but without working leader responsibilities, are distinguished from Mail Processors in that incumbents perform specialized duties on a substantially full-time basis and not as a part of a total job involving duty assignments outlined in the Series Concept.

Mail Processor

Under supervision, incumbents perform a variety of duties related to the Concept. Mail Processors typically perform cycles of assignments involving pickup, sorting, delivery and dispatch of both U.S. mail and campus mail. This is the full and campus mail processing and delivery of U.S. and campus mail as outlined in the Series Concept. Incumbents are also assigned duties that are performed in accordance with postal rules and regulations or standing instructions of operational level for the Central Mailing Division Mail Processor series.

Incumbents at this level are distinguished from Assistant Mail Processors in that incumbents perform duties requiring a knowledge of postal regulations and rates and campus distribution systems.

Assistant Mail Processor

Under close supervision, incumbents perform routine assignments. Examples of duties: posting postage to outgoing U.S. mail using a postage meter; preparing mailing lists by arranging in national ZIP code order; and recording information relative to receipt or dispatch of special mail. In addition to learning routine assignments that require some knowledge of postal regulations or campus distribution systems, incumbents may be learning additional skills in mail handling such as mail classification and rating; bulk-mail processing; handling mail files, including machine operation and second-, third- and fourth-class requirements; and other duties as described in the Series Concept.

MINIMUM QUALIFICATIONS

Mail Service Supervisor

Ability to read, write, perform mathematical calculations, understand and follow generalized and specific work instructions, both oral and written; four years of experience in mail service activities, including at least two years of supervisory experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Senior Mail Processor

Ability to read, write, perform mathematical calculations, understand and follow generalized and specific work instructions, both oral and written; three years of experience in handling campus
and U.S. mail, including a working knowledge of postal regulations and postal rates; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Mail Processor

Ability to read, write, perform mathematical calculations, understand and follow generalized and specific work instructions, both oral and written; perform tasks for prolonged periods while standing, walking, driving, operating hand trucks, electric carts, forklifts, and other motorized moving equipment; lift and transport heavy mail sacks; and two years of experience in the handling of campus and U.S. mail, including a working knowledge of postal regulations and postal rates; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Mail Processor

Ability to read, write, perform mathematical calculations, understand and follow generalized and specific work instructions, both oral and written; perform tasks for prolonged periods while standing, walking, operating hand trucks, electric carts, forklifts and other motorized moving equipment; lift and transport heavy mail sacks; and one year of work experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.