JOB DESCRIPTION
(Classified Employee)

Job Title: Mailroom Assistant II

Date: June 1986

Job Code: 0401

Statement of the Job

Employee performs complex mailroom work distributing mail, bulletins, publications and printed material. Work involves interpretation and application of complex procedures. Contacts within the University are many and varied.

Duties of the Job

1. Sorts, posts and re-directs mail for internal and external deliveries.
2. Operates postage meters and scales.
3. Records and files information.
4. Disseminates information regarding postal procedures and regulations.
5. Prepares packages and mail, including bulk mailings, for delivery and distribution.
6. Operates a shredding machine.
7. Occasionally substitutes for a mail carrier.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.
# JOB SPECIFICATION

*(Classified Employee)*

**Job Title:**  Mailroom Assistant II  
**Wage Grade:**  9  
**Job Code No:**  0401  
**Total Points:**  246

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<tr>
<th>FACTOR</th>
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| 1. Knowledge and Skills  
   Ability to comprehend, carry out and explain complex verbal and written instructions or information. | 3 | 108 |
| 2. Effort  
   I. Mental and Visual Effort  
   Continuous mental and/or visual effort for a sustained period.  
   II. Physical Effort  
   Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances. | 3 | 24 |
| 3. Responsibility for Cost Control  
   Damage or waste is possible, but considerable attention and care can prevent loss. | 3 | 24 |
| 4. Responsibility for Others  
   I. Injury to Others  
   Little or no action is necessary to prevent physical injuries.  
   II. Supervisory Responsibility  
   No regular supervisory responsibility; may relay instructions or be assigned to train or orient new staff.  
   III. Sensitive Information and Records  
   Little or no contact with sensitive information. | 1 | 8 |
| 5. Working Conditions  
   Frequent exposure to adverse stimulation which can result in some disagreeable working conditions. | 2 | 20 |
| 6. Responsibility for External and Internal Relations  
   Regular, routine contacts with other departments and occasional external contacts primarily to supply or seek information. | 2 | 16 |