CAREER LEVEL | DBM RATING | FLSA STATUS
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CL1 | A12 | Non-Exempt

**NATURE OF WORK**

This classification is responsible for performing duties related to the collection and distribution of mail and parcels. Incumbents perform highly defined tasks by following clear operating policies and procedures.

- For incumbents of **Career Level 1**, work is routine in nature with specifically defined tasks, and requires the ability to operate one to two types of equipment and/or follow standard procedures. Majority of time is spent on steps related to the same task, or repetition of the same tasks. Incumbents may adapt standard procedures to unusual situations as necessary, but do so under the limitations established at higher levels.

**TYPICAL CLASS RESPONSIBILITIES:**
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Processes all types of incoming mail accepting, sorting, and boxing the incoming U.S. Mail and shipments via other carriers according to Mail Services, the Postal Service, and other carriers’ guidelines, procedures, goals, and deadlines.

   They process UPS, FedEx and USPS etc by writng them up so that accountable mail can be signed for.

2. 

3. Operates mail truck or van in order to transport materials.

4. Provides basic customer service regarding postal service questions and general troubleshooting.

5. Performs basic office duties such as preparing mailings.

6. Maintains records or logs of operations.

7. Performs other duties of a similar nature or level.
### LEVEL OF DECISIONS
Makes decisions that affect the manner and speed in which the elements of an operation are performed. Incumbents have a choice as to how the elements of an operation are performed, but not as to what elements constitute the operation.

Determines quality of work of assigned tasks and speed in which they performed. Incumbents work within defined operations, with the ability to determine how the operations steps are performed but not what steps are in the defined operation. Incumbents may determine the equipment and machinery to use for assigned tasks and responsibilities, but do not determine the specific tasks or projects to be performed.

### DIRECTION RECEIVED
- **Career Level 1** work assignments are generally performed under minimal supervision, but must be completed in accordance with clearly defined operating procedures.

### DIRECTION PROVIDED
- **Career Level 1** incumbents may assign/delegate work assignments and smaller projects to student workers and/or temporary employees; May encourage teamwork and group efforts; May troubleshoot problems and issues commensurate with relevant experience.

### TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
Incumbents assigned to **Career Level 1** may be responsible for:
- Sorting and delivering mail and parcels.
- Picking up mail and parcels.

### TRAINING AND EXPERIENCE
Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.
- **Career Level 1**: High school diploma or equivalent (G.E.D.) AND some related experience up to six months

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**
LICENSING REQUIREMENTS

Incumbents in this class may require appropriate licensure in the areas below if the incumbent performs duties requiring such licensure:

- Valid Maine driver’s license

Knowledge Requirements:

- Classification knowledge requirements:
  - Customer service principles;
  - UPS, Federal Express and US postal service rules and regulations; (we handle all types of mail and they should know the regulations of carrying them to deliver on campus.
  - Recordkeeping principles;
  - Safe work methods
  - English language
  - Computers and related software applications.

Skill Requirements:

- Classification skill requirements:
  - Providing exemplary customer service;
  - Performing routine, detailed work in an accurate and organized manner;
  - Operation of a truck or other transport for mail delivery;
  - Applying UPS, Federal Express and US postal service rules and regulations; Preparing records;
  - Applying safe work methods;
  - Using a computer and related software applications;
  - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to vibrations, fumes, odors, dusts, environmental hazards and intense noises.

Classification History

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The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.