



Position Title: Part-Time Mailroom Clerk
Job Code: 8300
Reports To: Mailroom/Duplicating Supervisor

Grade: C1
FLSA: Non-exempt

Job Description:

The Part-time Mailroom Clerk is responsible for processing all incoming mail.

Duties & Responsibilities:

- Delivers all campus mail and duplicating jobs
- Operates a variety of copy center and mail center equipment
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or equivalent (GED)
- Possess good communication skills (Verbal and Written)
- Possess excellent time management skills
- Must be able to maintain work environment neat and organized
- Must be able to lift up to 80 lbs
- Capable of standing, walking, squatting, bending, kneeling and reaching continuously through shift
- Must be able to work Monday thru Friday: 1:00 PM to 7:00 PM

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name