

AgriLife Classification Description

Last Updated: 8/29/05

0703
MAIL CARRIER I
11/01/01

SUMMARY

General Description: Collects, sorts, and distributes mail.

DUTIES

Typical: Sorts, prepares, delivers, and collects mail; assists in meter room; helps at customer services window; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from Mail Carrier II, Mail Carrier III, or Mail Service Leader.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: One year in mail service or route delivery.

LICENSES, CERTIFICATES OR REGISTRATION

Required: Valid driver's license and good driving record. Must be able to obtain State of Texas class "C" vehicle operator's license within 30 days of employment.

Preferred: None.