

AgriLife Classification Description

Last Updated: 8/29/05

0704
MAIL CARRIER II
11/01/01

SUMMARY

General Description: Supervises and trains mail carriers; assists in sorting duties in the central mail room; assists in delivering and collecting mail.

DUTIES

Typical: Supervises and assists with sorting, preparing, distributing, and collecting mail; performs daily maintenance checks on route vehicle; responsible for security of mail; helps at customer service window; supervises and assists with all duties in central mail room; performs related duties as required.

SUPERVISION

Received: General instruction and frequent review from Mail Carrier III and Mail Service Leader.

Given: General instructions to and frequent review of Mail Carrier I.

EDUCATION

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

Preferred: None.

EXPERIENCE

Required: One year of mail service experience; familiarity with mail routes, bulk mail, and meter room procedures, including operation of postage computer.

Preferred: TAMU Mail Service experience.

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.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of typing machine, postage meter, calculator, and route vehicle.