

AgriLife Classification Description

Last Updated: 4/17/02

0705
MAIL CARRIER III
11/01/01

SUMMARY

General Description: Supervises the operation of a specific mail route for the Texas A&M University campus.

DUTIES

Typical: Arranges and bags mail by department into delivery sequence for route; accounts for special mail; loads mail in delivery sequence; advises of special pick-ups or deliveries; delivers mail and picks up outgoing mail; sorts mail after pick up; ensures that vehicle is properly maintained; supervises and participates in special mail pick-ups and deliveries; trains new personnel on route; assists in rating, metering, and caging of mail; performs related duties as required.

SUPERVISION

Received: Mail Service Supervisor reviews work daily and periodically accompanies on route.

Given: Supervises Mail Carriers I and II.

EDUCATION

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

Preferred: One to two years of college coursework.

EXPERIENCE

Required: Two years of Mail Service experience; familiarity with mail routes, bulk mail, and meter room operations including postage computer and registered and insured mail.

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 postal service machines.