

# AgriLife Classification Description

Last Updated: 4/17/02

0706  
MAIL SERVICE LEADER  
11/01/01

## SUMMARY

**General Description:** Supervises the collection, sorting, and delivery of incoming and outgoing mail; supervises all mail routes, mail sorting, and meter room activities.

## DUTIES

**Typical:** Sorts mail to be metered by department; rates mail to be metered; meters mail; charges proper accounts with metering costs; keeps receipt book of all insured, certified, and registered mail; balances charge sheets; recharges and maintains meter machines; sorts mail by category and priority; cages mail by department; ties mail by department; identifies and forwards dead and misdirected mail; assists customers at cage window; picks up mail at post office; loads vehicles and records vehicle mileage; receives, sorts, and accounts for all insured, registered, and certified mail; assists with and instructs in preparation of bulk mail; weighs and determines cost of mail; provides customers with instructions, pressure seals, and rubber bands as required; performs related duties as required.

## SUPERVISION

**Received:** Daily observation and instruction by the University Mail Service Supervisor and Manager.  
**Given:** Instructs and reviews all three levels of Mail Carriers concerning mail service duties in sorting, caging, metering, and bulk mail procedures.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.  
**Preferred:** One to two years of college coursework.

## EXPERIENCE

**Required:** Three years of experience in University Mail Service including one year of supervisory experience in either caging, sorting, metering, or special mailing.  
**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.