

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5785
5786

MAIL CARRIER - DRIVER A, B

Abolished Effective February 10, 2006

DEFINITION

Sort, deliver, and collect United States Government and campus mail; operate delivery truck or van as required incidental to the distribution and collection of mail.

DISTINGUISHING CHARACTERISTICS

Positions at the "A" level drive motor vehicles of less than one ton capacity.

Positions at the "B" level regularly must drive vehicles of at least one ton capacity.

Incumbents may be expected to apply knowledge of United States Post Office Regulations, Chapter I.

TYPICAL WORK

Drive pickup, panel, and other trucks and/or other motor vehicles;

Deliver and collect United States mail including parcel post packages and campus mail including books, files, cartons, etc.;

Case and sort United States and campus mail;

Load mail sacks; may place meter tapes on flats and packages, and occasionally operate mailing machines;

Make delivery to, and pick up from, United States Post Office, bulk, insured, registered, certified, and regular mail;

As required, sort, classify, and rate mail for proper postage;

Use hand trucks, dollies and mail carts in the transport of materials;

May make on-campus deliveries for commercial surface or air transport services;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation or GED Certificate; valid motor vehicle operator's license.

Six months office or clerical experience may be substituted for educational requirements.

New Class: 3-07-73

Revise Title & Class: 3-14-75

Revise Title (A): 6-16-78

New Class (B): 6-16-78