

# Classification and Qualification



# STANDARDS

The California State University System

## Mail Services Supervisor I

*Class Code 1504*

*Date Established 1-31-69*

*Date Revised 1-1-78*

*Occupation Index Reference D-2*

### DEFINITION:

Under general supervision, incumbents of positions in this class perform or supervises the performance of work involving the collecting, sorting, and delivering of campus mail, United States mail, and other materials for the campus; and does related work as required.

### Examples of Typical Activities:

The incumbents are responsible for receiving, sorting, and distributing campus mail, United States mail, and other material in and from a central mail room. Incumbents develop the most economical and efficient methods of picking up and delivering mail and related materials in terms of establishing schedules, routes, and pickup points and maintaining current distribution lists. The incumbents develop procedures for the handling of all special delivery and registered letters or packages and for specialized procedures involving such items as bulk mailing-permits as well as the maintenance of records reflecting the handling of such materials. Incumbents in these positions may be responsible for the supervision of a small group (3-5) of subordinate full-time equivalent employees or student assistants.

### MINIMUM QUALIFICATIONS:

#### Knowledges and Abilities:

General knowledge of mailing handling methods and techniques; and general knowledge of postal regulations.

Ability to organize and plan work; ability to read labels and sort mail and printed material accurately and rapidly; ability to maintain accurate records and prepare accurate reports; ability to lift and move bags of mail; ability to quickly learn the organizational structure, programs, and physical layout of the campus; ability to read and write and perform arithmetic computations at a level appropriate to the duties of the position.

and

#### Experience:

Two years of progressively responsible general office clerical work, stock clerk work, or specialized postal or delivery service work.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications.

**Work Week Group:** 1  
**Premium O/T:** Yes  
**Shift Differential:** No  
**Employee Category:** Non-Academic