

TITLE: <u>Post Office Window Clerk</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA470</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>3</u>	CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide teller services to the University community including the receipt and disbursement of cash for a variety of United States Postal Service (USPS) products. Utilize knowledge of general office routines as well as good mathematical skills and a thorough understanding of University financial policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Receive letters and parcels and stamped envelopes. Sell postage stamps and supplies. Register, certify, insure mail and collect fees. Weigh letters and parcels on a scale to determine mailing costs and check that packages are in satisfactory condition for mailing. Issue postage stamps to departments and ensure proper accounts are charged.
- Provide change-of-address cards and other postal forms when requested. Maintain inventory of USPS products. Document quantity of products sold in the daily log. Maintain volume spreadsheets documenting customers served, stamp sales and the sales of other products and services
- Maintain appropriate amounts of coins and currency to provide adequate change. Make change upon request.
- Account for all money handled. Balance funds received and disbursed daily. Ensure all transactions are accurately logged. Report on transactions, verify deposits and assist in preparing daily USPS and bank deposits.
- Answer questions regarding regarding postage rates, mailing restrictions, and other postal matters. Provide, maintain and update information on deposits, payments, policies and procedures. Investigate and assist in resolving problems, wrong account numbers and/or object codes.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level provides responsible and independent teller services to the University community. Because the duties of this position involve working with money, incumbent must consent to a criminal background investigation and able to be bonded. This level performs tasks which are procedural in nature. Incumbent must handle new situations based on information learned through prior experience or exposure. Incumbent must have keen attention to detail and the ability to communicate effectively when assisting University staff, students and the general public. This position is typically located in the University Post Office and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS:

- High school graduate or an equivalent combination of education and/or experience.
- Some knowledge of University administrative policies and procedures for the disbursement of funds.
- Some experience with financial accounting systems.
- Ability to make mathematical computations.
- Keen attention to detail.
- Ability to communicate effectively with others.
- Ability to work with established deadlines and in stressful situations.
- Ability to operate standard office equipment.
- Must obtain security clearance.
- Typically, incumbents have worked in a bank or as a cashier.