



**University of Texas at El Paso
Job Description**

Job Code: 9082
Job Title: Mail Services Assistant Supervisor
Department: Mail Services
Reports To: Mail Services Supervisor
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 14, 2010

Summary: Assists with the supervision and operations of campus-wide postal services.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Assists in planning, organization, controls and supervision of Mail Services.

Schedules employees and assigns duties; examines work for exactness, neatness, and conformance to policies and procedures.

Assists with organizing workflow and productivity maximization.

Supervises mail pick-up and delivery routes for both on and off campus locations.

Maintains thorough knowledge of current University, State, and Federal postal regulations.

Ensures compliance with U.S. Postal Service regulations with respect to correct postage according to mail classification, correct packaging, size and weight limitations, and insurance liability limits.

Prepares, verifies, and posts details of business transactions, such as funds received and disbursed; totals accounts to ledgers or computer spreadsheets and databases; may keep custody of cash funds for peak periods; monitors the formulation and coordination of account specifications, and associated documents; reviews and approves negotiated agreements for area(s) of assigned responsibility.

Provides training policies, standards, guidelines, and security monitoring processes in relation to general control, privacy regulations, development, and operation of the University's infrastructure.

Reviews and approves documentation relating to needs specific to assigned area(s).

Assists in cost factors reviews and estimates used in planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness.

Understands department's role in accomplishing the University's mission.

Compiles and submits reports as required by management, state, local, and federal regulatory agencies.

Acts as liaison between department and internal or external customers.

Participates in various committees, professional trainings, industry conferences, and conventions.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High School or General Education Degree (GED).

Minimum Experience required: Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally sit. The employee is occasionally required to lift and move up to 50 lbs. Special vision requirements for this position are close vision and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to work near moving mechanical parts. The employee is regularly exposed to outdoor weather conditions. The noise level is usually loud.