



JOB INFORMATION

Job Code:	155012
Job Title:	Mail And Material Handler II
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Special Equipment/Material Handling
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Serves as a lead and provides guidance to Mail and Material Handlers. May schedule, assign and monitor work as needed. Coordinates processing, delivery and pick up of mail, packages and other material.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prior experience with mail services and/or materials handling.
X		Familiar with USPS, FedEx and UPS shipping processes and procedures.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Serves as a lead and provides guidance to Mail and Material Handlers. Prepares and presents quarterly rotation schedule to supervisors for cross training staff. May schedule, assign and monitor work as needed.				
Coordinates the training of new employees working in the operational unit with the direction of the supervisor.				
Coordinates processing, delivery and pick up of mail, packages and other material.				
Reviews, recommends and implements approved revisions to existing procedures for routes, processing and sorting.				
Prioritizes and schedules daily jobs. Provides daily inventory count of mail, packages and other items.				
Recommends method of informing employees of department relocations. Updates route schemes and makes station changes.				
Establishes, maintains and follows through on maintenance of operational equipment, mailboxes and vehicles.				
Accompanies drivers on routes. Provides feedback to supervisor on procedures in order to update and expedite service.				
Observes drivers daily route departures and return times determining if schedules are being met.				
Inventories and orders supplies from USPS, FedEx, UPS and other freight or mailing vendors.				
Maintains inventory records and prices of goods, as necessary. Processes all forms of payment including checks and credit cards. Prepares paperwork for deposit.				
Operates all equipment in the operational area such as electronic handhelds, university vehicle and material handling equipment. Utilizes computerized postage meter scales, tracking systems and software for processing, shipping and receiving.				
Verifies status of purchase orders and invalid accounts.				
Collects and delivers all classes of mail and other materials, including palletized goods, bulk or heavy items and crated materials. Makes deliveries and pick ups as required. Sorts, researches and processes all mail, packages and other items. Processes UPS and FedEx and other shipments using software for online shipping. Operates university vehicles as assigned for delivery and pick up. Verifies merchandise shipments received against purchase orders and/or packing slips. Checks merchandise for possible damage.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.