The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
11. Prepares domestic and international parcel shipments through carrier’s software, either online or at a dedicated labeling station. Assist in creation of export paperwork when required.

12. Orders departmental mailing supplies through internal systems or via carriers.

13. Processes mailing list removal requests to reduce unnecessary or redundant inbound mail flow.

14. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of institutional shipping and receiving procedures.

2. Knowledge of postal regulations and reference sources.

3. Knowledge of parcel carrier regulations for domestic and international shipments.

4. Understanding of best practices for shipping and handling dangerous goods.

5. Skill in the operation of postal equipment such as scales and related machinery.

6. Skill in using personal computers and online systems to access and verify data.

7. Ability to follow oral and written instructions.

8. Ability to recognize errors and check with appropriate source for clarification of problems.

9. Ability to communicate effectively with staff, students, and the public as necessary.

10. Ability to perform routine arithmetic computations.

11. Ability to collect data, keep accurate records, and prepare reports.

12. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Any combination of clerical experience or post high school education that totals one year, or

2. Equivalent training and experience from which comparable knowledge and abilities can be acquired.

**REVISION EFFECTIVE:** October 1, 2017