

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Mail Distributor

Class Code: 7681

Pay Grade: 205

GENERAL CLASS DESCRIPTION: Under general supervision, receives, sorts, delivers and collects mail on assigned route or on special assignment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Collects and takes mail to local U.S. Post Office.
2. Drives truck to deliver mail to assigned campus sites; collects and delivers outgoing mail at all assigned stops on route.
3. Assists in sorting mail and parcel post in the Mail Room; lifts mail bags weighing up to 100 pounds.
4. Explains rules and regulations to users including postal rates, time schedules, etc.
5. Signs and is responsible for delivery of incoming registered, certified and insured mail. Notifies appropriate persons of COD and postage due mail.
6. Picks up, signs for and delivers sheets of stamps as required and receives payment for same.
7. Conducts address search in cases of incomplete address.
8. Deliver critical items to health research center to be examined and tested.

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.

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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of proper cargo loading and securing techniques.
2. Knowledge of the rules and regulations governing operation of state vehicles.
3. Knowledge of motor vehicle laws.
4. Knowledge of institutional shipping and receiving procedures.
5. Knowledge of postal regulations and reference sources.
6. Ability to follow oral and written instructions.
7. Ability to communicate effectively with staff, students, and the public.
8. Ability to lift up to 100 pounds.
9. Ability to safely operate and insure proper maintenance of vehicles.
10. Ability to perform routine arithmetic calculations.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Ability to read and write.
2. Current driver's license.

REVISION EFFECTIVE: December 31, 1999