

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

**Class Title: Mail Center Coordinator**

**Class Code: 7971**

**Pay Grade: 507**

**GENERAL CLASS DESCRIPTION:** Under general supervision, supervises and directs mail center operations and assists in daily mail center tasks as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Interviews, recommends hiring, trains and directs mail center assistants in their daily work routine.
2. Coordinates operations of mail centers for fall, spring, summer sessions and during periods when facilities are closed.
3. Directs the security, maintenance and repair of mail center at the end of each semester.
4. Coordinates the setup for forwarding, change of address and delivery or pick up stations for nonacademic groups on campus, students and faculty.
5. Handles problems related to mail center and acts as liaison for city post office and campus mail center.
6. Directs preparation of mailbox combinations for each facility along with other necessary materials.
7. Issues notices and other materials concerning mail center operations.
8. Processes time sheets for mail center staff.

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 institutional shipping and receiving procedures.
2. Knowledge of postal regulations and reference sources.
3. Skill in the operation of postal equipment such as scales and related machinery.
4. Skill in using personal computers and online systems to access and verify data.
5. Ability to convey oral and written instructions.
6. Ability to recognize errors and check with appropriate source for clarification of problems.
7. Ability to communicate effectively with staff, students, and the public.
8. Ability to perform arithmetic computations.
9. Ability to collect data, keep accurate records, and prepare reports.
10. Ability to lead, train, and motivate employees.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. One year experience as a mail clerk or in position comparable thereto; or
2. Any combination of post high school clerical training or clerical experience which totals two years.

**REVISION EFFECTIVE: December 31, 1999**