

Title: Mail Courier	Effective Date: May 11, 2012	Grade: IV	Job Category: Admin. Support
Prior Title: Mail Clerk	Prior Effective Date: August 24, 2007	Grade: III	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Mail and Supply Supervisor, this position is responsible for sorting, posting, collecting, and distributing mail at the Central Office headquarters and annex buildings.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Pick up and deliver mail to U.S. Post Office.
- Distribute, collect mail and packages throughout Central Office headquarters and all annex buildings.
- Sort mail according to destination.
- Examine outgoing mail for appearance, seal envelopes by hand or machine, and stamp outgoing mail by hand or with postage meter.
- Weigh mail and packages to determine correct postage.
- Process Certified, Priority, Express Mail and United Parcel Service packages.
- Daily receive, accurately record and deliver all incoming and outgoing packages and shipments to Central Office headquarters and all annex buildings (Federal Express, United Parcel Service, and other shipping companies).
- Assist storeroom personnel in moving and delivering supplies.
- Operate motor vehicle to transport mail, packages and supplies to designated facilities.
- Travel assigned routes to transport, deliver, or pick up mail; hand deliver mail to appropriate destinations.
- Lift and move boxes and supplies up to 75 pounds.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to accurately record transactions and operate computer terminal. Knowledge of United Parcel Service Worldship software desired. Ability to lift up to 75 pounds. A working knowledge of the downtown area is desired. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.