

MANUAL	SECTION			PAGE
Student Employment Office Office of Career Services	Student Job Description			1 / 1
				REVISED
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SUBJECT	RANK	GROUP	CBC	PHYSICAL
Mail Sorter	x152	II	*	*

* position specific

DEFINITION:

Under the supervision of the Mail Supervisor, a student usually performs all or part of the following duties:

- (a) Computer short paid and business supplies mail fees.
- (b) Records accountable mail.
- (c) Sorts campus and U.S. mail.
- (d) Opens mail sacks and stacks mail.

BASIC QUALIFICATIONS:

Good vision and hearing, manual and finger dexterity. Knowledge of the University campus.