

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISIED 7/18
SUBJECT <i>Mail Sorter</i>		RANK x152	GROUP II	CBC	PHYSICAL

DEFINITION:

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

- (a) Enters 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.