

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 1 / 1 REVISIED 5/21	
SUBJECT  <b><i>Mail Sorter</i></b>		RANK  x152	GROUP  II

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.