

	Prior 7/1/2004	After 7/1/2004
Class Code:	0294	0294
Title:	Assistant University Postal Manager	Assistant Manager of Postal Services
Pay Grade:	18	N/A
Pay Band:	N/A	Specialized/Paraprofessional
FLSA:	Non-exempt	Non-exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Assistant Manager of Postal Services

Job Summary:

This is work assisting in the management of the UWF postal facility.

Example description of duties (not all inclusive):

Maintains records concerning University Work Force employees and students, mail volume, property inventory, and/or financial transactions with the U.S. Postal Service.

Coordinates and directs mail processing and receipt and dispatch of all mail.

Manages the postal facility in the absence of the manager of postal services.

Assists in the receipt, sorting, and distribution of mail.

Establishes and maintains mail routes and delivery schedules.

Requisitions stamps and postal supplies from master stock and orders postal supplies for the lobby.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

A high school diploma and three years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.