



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/25/2025
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
Mail Clerk I	E5	06	SS9818
Reports To	FLSA Status	Grant Funded	Tenure Track
Transportation and Facilities Supervisor	Non Exempt	No	Yes

JOB SUMMARY: This position involves both manual and clerical tasks related to the sorting, distribution, and management of incoming and outgoing mail. The Mail Clerk I is responsible for maintaining the mailroom in a clean and orderly manner, assisting staff with mail-related inquiries, and performing deliveries across campuses. The role requires effective communication and the ability to adhere to institutional policies while managing mail handling with accuracy and efficiency.

QUALIFICATIONS:

- ◆ Graduation from high school or GED certificate **required**
- ◆ Valid driver's license **required**
- ◆ One (1) year of relatable experience *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public
- ◆ Knowledge of basic English, spelling, and arithmetic
- ◆ Ability to walk long hours both indoors and out under varying work and climatic conditions for extended periods of time
- ◆ Ability to walk up and down stairs and climb up and down ladders
- ◆ Good physical condition and strength; ability to lift heavy mailbags and packages up to 100 pounds from the ground; ability to lift arms above the head
- ◆ Ability to use the telephone effectively
- ◆ Ability to understand and carry out moderately complex oral and written instructions
- ◆ Working knowledge of all college policies and rules of personal conduct

DUTIES:

- ◆ Ensures that incoming and outgoing mail is distributed in a timely manner
- ◆ Makes necessary on-campus deliveries
- ◆ Serves as liaison with post office and postal services and other mail handling, i.e., UPS and FedEx on a daily basis
- ◆ Signs for and processes incoming mail, which requires other than routine attention

- ◆ Makes necessary deliveries to all campuses
- ◆ Assists with all school shipping and receiving operations
- ◆ Complies with all policies of the Alabama Community College System and the College
- ◆ Performs basic computer skills

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Frequent walking, standing, and moving for extended periods, both indoors and outdoors
- ◆ **Manual Dexterity:** Regular handling and processing of mail and packages, use of standard office equipment
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 100 pounds
- ◆ **Communication:** Clear verbal communication for interaction with staff, students, and external contacts.

Work Environment:

- ◆ **Setting:** Primarily based in a mailroom environment with frequent outdoor work for deliveries
- ◆ **Travel:** Regular travel across campuses for mail distribution and occasional trips to external locations
- ◆ **Schedule:** Standard work hours with potential for schedule variations during peak times
- ◆ **Interaction:** Routine interaction with staff, students, and external vendors.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date