

**State University of New York
College of Environmental Science and Forestry 1
Forestry Drive, Syracuse, New York 13210-2778**

September 13, 2021

LOCATION/UNIT: Business Office

TITLE/SALARY GRADE: Office Assistant 2 – Stores/Mail (SG-9)

DURATION: Permanent

SALARY: \$37,507 (Note: current or reconstructed salary for State employees in accordance with NYS Audit and Control)

POSITION DESCRIPTION: The Office Assistant 2 mailroom clerk is responsible for all operations in the campus mailroom. This includes:

- Receiving, processing, sorting, and distribution of all campus faculty and staff mail.
- Inform and train campus community on changes in USPS guidelines and regulations
- Complete campus mailroom and vehicle recharges
- Cross train in shipping & receiving
- Monitor balances on the postage meter, bulk mail and business reply accounts and United States Postal Service (USPS) fees, and work with Business Office to ensure timely replenishment of balances.
- Serve as main contact with the USPS for the campus.
- Utilize USPS regulations and rates to determine cost effective solutions for campus mailings
- Supervise and train the student workers, mailroom volunteer, and support staff.
- Order supplies for the mailroom.
- Resolve bulk mail and business reply billing discrepancies with the local postal office and third party bulk mail vendors.
- Respond and resolve campus customer complaints
- Provide support and backup for Shipping and Receiving department
- Ensure the campus mailroom is compliant with USPS regulations
- Maintain various postal records and report chargeback information to the business office
- Utilize mailroom equipment
- Provide recommendations for mailroom process flow improvement
- Research all misdirected mail, forward or return mail following postal regulations
- Receive packages from the campus community for UPS, FedEx, DHL
- Provide excellent customer service to students, faculty and staff
- Able to lift heavy packages

OPERATIONAL NEEDS: Monday through Friday, 8:00 A.M. - 4:30 P.M.

Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.

MINIMUM QUALIFICATIONS:

- Must be reachable on current Office Assistant 2 Stores/Mail, SG-09 list or currently hold the

title Office Assistant 2 Stores/Mail, SG-09 or a title from which transfer is appropriate.

- New York State Driver's License required.
- Ability to drive a forklift.

PREFEPPED QUALIFICATIONS:

- Must be very organized and comfortable working in a dynamic environment of continued receipt and distribution of packages and mail.
- Must be physically able to perform medium to heavy physical labor and able to lift heavy packages.
- Experience working in a mailroom or with mail machine equipment is preferred.
- Candidate must be able to provide good customer service and the ability to work in a team environment.
- Candidate must be able to understand and carry out written or oral instructions

APPLICATION PROCEDURE: Employment application is required to be submitted on-line at <https://www.esf.edu/hr/>

APPLICATION DEADLINE: September 28, 2021

Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

SUNY ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

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