

Job Title: Mail Message Services Worker, Level 1 (Provisional)
Job ID: 32697
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Provides and supervise mail and related services at a CUNY location. There are two Assignment Levels for this position and all personnel perform related work. This specification describes typical assignments in this position; related duties may be assigned as needed.

ASSIGNMENT LEVEL-1

-Under supervision, with latitude for independent initiative and judgment, utilizing manual and/or electronic postal equipment and procedures:

-Receives sorts and distributes mail or other packages, signs package receipts.

-Loads, unloads, lifts and moves mail and packages.

-Prepares sorts and labels outgoing mail.

-Assists in packing and unpacking of all kinds of packages that can be processed through the US Postal Service and other delivery services.

-Picks up and delivers interoffice or intra-office mail/parcels.

-Inserts letters or other material into envelopes manually or using automated equipment.

-Computes required postage, and stamps outgoing mail and/or operates office machines to process mail.

-Acts as a messenger, both on and off location.

-May visit Post Office to conduct business related to mail delivery and postage.

-Delivers meters to Post Office for resetting.

-Answers routine queries from users of mail services.

-Gets mail and/or packages registered and/or insured.

-Operates office machines such as copiers and postage meters.

-Makes scheduled trips for deliveries or collections; if necessary, operates various kinds of

motor vehicles to carry mail or parcels.

- Reports any noticeable mechanical defects in motor vehicle and/or in office equipment they utilize.

- Operates telephone equipment, including automated directories and telephone features.

- Maintains mail directories of all employees at the Campus.

- Keeps other required records.

- Uses computer, if necessary, to perform routine tasks e.g., reports, expenses, and postage.

- Depending on office policy may utilize electronic mail to communicate with campus personnel regarding the status of mail deliveries.

- May function as a lead worker.

- Supervise mail service activities, or supervise part time and/or student employees working in service area.

ASSIGNMENT LEVEL-2

- Under direction, with considerable independent initiative and judgment, supervises employees utilizing manual and/or electronic procedures in performing mail and messenger service functions and performs the following more complex activities:

- Supervise and trains staff in all phases of mail/messenger service operations.

- Insures that selection among mail service and postage choices is made in most cost effective manner.

- Assign job duties to subordinates, and maintains records of their schedules.

- Makes sure that all deadlines are met and deliveries are made promptly.

- Determines route schedules for pickups and deliveries.

- Keeps logs of all postage material.

- Prepares monthly invoices or internal billing records for postage used by College departments.

- Prepares requisitions for supplies, funding of postal accounts and contracts for servicing equipment.

- Insures that mail office equipment is properly maintained and serviced.

- Maintains the security of all postage material and equipment.

- Explains procedural changes and provides subordinates with necessary resources and supplementary interpretations to implement these changes.

- Develops, maintains, and revises (if needed) procedures to insure efficiency and effectiveness.
- Corresponds and confers with local postal authorities to resolve postal/electronic media/messenger issues.
- Coordinates services and obtains interpretations of new or revised postal regulations.
- Schedules internal and external training sessions for staff, such as seminars provided by the Post Office.
- Uses computer if necessary, to perform routine tasks e.g. reports, expenses and postage. Depending on office policy may utilize electronic mail to communicate with campus personnel regarding the unit's activities.
- Investigates complaints of poor service and takes appropriate action.
- Prepares annual and supplemental budgets for the mail service functions.
- May perform the duties of Assignment Level 1.

CONTRACT TITLE

Mail Message Services Worker

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

- Operate handheld devices to scan packages, obtain recipient signatures as proof of delivery, and maintain accurate daily records.
- Ensure handheld devices are properly charged, functional, and ready for daily use.
- Operate equipment such as a power jack in a safe and efficient manner.
- Ability to lift, move, and deliver boxes daily; weight may vary (i.e., cases of paper are 50lbs).
- Responsible for stocking paper and maintaining supply levels for shared copiers across campus.

MINIMUM QUALIFICATIONS

- A four-year high school diploma or its equivalent, plus six months of full time office experience in mail services area. The person must be able to communicate in English.
- A Motor Vehicle Driver's License, valid in the State of New York, may be required for some, but not all positions.

COMPENSATION

New Hire: \$34,932
Incumbent: \$37,840

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

September 30, 2026

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.