

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Postal Clerk  
Post Office  
Regular Full-Time Position  
Position Number 748210**

**General Description**

The Postal Clerk is under general supervision and is responsible for the daily operations of the Campus Post Office.

**Primary Duties and Responsibilities**

- Sort, distribute and forward incoming U.S. mail.
- Distribute on-campus communications.
- Operate postage meter machine and maintain other duties related to the operation and use of the postage meter machine.
- Responsible for operating cash register, postal money order machine; customer services as required while working the service window.
- Assist in bulk mailings as needed.
- Assist in duties pertaining to student and departmental post office boxes.
- Assist in maintaining office logs for required U.S. Mailings and on-campus communications.
- Perform daily or weekly stamp inventory counts as required.
- Perform clerical duties such as answering phones, making copies, sending faxes, getting change, filing, preparing notices for campus boxes and postal updates.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to perform simple bookkeeping entries.
- Ability to make mathematical computations and tabulations accurately.
- Ability to move packages up to 70 lbs.
- Knowledge of U.S. Postal Regulations.
- Knowledge of University guidelines, policies and procedures.
- Ability to work flexible hours.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Previous experience handling cash.
- Computer proficiency.
- A background and credit history check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Knowledge of postal regulations and procedures.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**

