

*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 Lead Worker  
Post Office  
Regular Full-Time Position  
Position Number 748020**

**General Description**

The Postal Lead Worker is under general supervision of the Manager and performs work in a lead worker capacity. The incumbent coordinates activities of workers in the absence of the Manager.

**Primary Duties and Responsibilities**

- Oversee duties and responsibilities of postal clerks to ensure assignments and regulations are followed as instructed by the supervisor, U.S. Postal Service and University.
- Distribute and monitor on-campus communications.
- Provide customer service and perform duties required to operate service window as needed.
- Maintain log for required U.S. mailings, on-campus communications and student and departmental post office boxes.
- Balance cash register and prepare daily postage sales report for main post office in the absence of supervisor.
- Sort, distribute and forward incoming U.S. mail.
- Perform duties pertaining to student campus post office boxes.
- Operate postage meter, electric accounting system, meter account and balance meter charges daily and monthly.
- Supervise student employees; maintain student time cards and files.
- Perform clerical duties such as answering phones, making copies, sending faxes, making change for cash drawer, filing, creating spreadsheets, notices for campus boxes and postal updates.
- Maintain log of post office box combinations; changes combinations when needed.
- Check post office boxes and notify students not checking their mail that they do have mail, maintain log of notifications.
- Assume responsibility for "Business Reply" and bulk mailing in absence of supervisor to include assistance in preparing a bulk mailing and the approval process.
- Perform weekly stamp inventory counts.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately operate a postal machine, money order machine and computer terminal.
- Ability to make arithmetic computations and tabulations accurately.

### **Essential Functions Continued**

- Ability to perform simple bookkeeping entries.
- 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**

- Previous knowledge of postal regulations and procedures.

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