

JOB INFORMATION

Effective Date	2/3/2022
Job Code:	5215
Job Title:	General Services Rep II
Salary Grade/Structure:	110 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Business Affairs
Job Summary	The General Services Representative II is an intermediate level position that will perform a variety of duties related to the receiving dock and mailroom. This includes the distribution, sorting and processing of incoming/outgoing packages and U.S. mail Also the person is responsible for processing and distribution of items received on the dock.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	One year of work related experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	TX Driver’s License		Required	
	Forklift Certification		Preferred	

Knowledge, Skills and Abilities

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	KSAs			Proficiency
	• Knowledge of administrative and office procedures and systems such as word processing, managing files and records.			Skilled
	• Excellent professional interpersonal and customer service skills.			Skilled
	• Ability to use a computer and common business applications.			Basic
	• Ability to use delivery operations software and PeopleSoft systems.			Skilled
	• Ability to lift and move 50 lb. loads.			Basic
	• Ability to use a pallet jack or forklift (certified employee only).			Basic
	• The ability to communicate information and ideas verbally so others understand.			Basic
	• Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.			Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Receive, verify, inspect, and tag incoming items; complete receiving reports for shipment orders from: FedEx/UPS/Lone Star/DHL Express, Ground Shipment, and Second/Third Day Air, Amazon, etc.	30%
• Distribute incoming packages and mail to departments. Prepare outgoing packages received from university departments.	15%
• Scan documents and packages into NOTIFII tracking system, upload documents into PeopleSoft and departmental shared file.	30%
• Operate forklift, (certified employee only) pallet jack and clean dock area.	5%
• Assist other departments with returns to the vendor, contractors and outside vendors.	10%
• Print Support Services duties; operate print and bindery equipment.	5%
• Perform other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	