

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	5214
Job Title:	General Services Rep III
Salary Grade/Structure:	120 - 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 III is an advanced level position that will perform a variety of duties related to the receiving dock, mailroom and printing services. 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. Maintaining equipment, able to perform monthly reporting and record keeping.

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	
Associate's Degree	Some college coursework.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum of three years of work related experience.	Required	
Considerable	Proficiency in multiple competencies relevant to the job.	Preferred	

Licenses and Certifications

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

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Forklift Certification		Required	

Knowledge, Skills and Abilities

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.	Skilled
• Delivery operations software system.	Skilled
• Ability to enter data in PeopleSoft system.	Skilled
• Ability to lift and move 50 lb. loads.	Skilled
• Ability to use a pallet jack or forklift (certified employee only).	Skilled
• The ability to communicate information and ideas in speaking so others will understand.	Skilled
• 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
• Prepares and delivers orders. Distribute incoming and outgoing mail to departments.	20%
• Receives, verifies, inspects, completes receiving reports and delivers shipment orders: FedEx/UPS/Lone Star/DHL Express, Ground Shipment, and Second/Third Day Air, Amazon, etc. Operate forklift, (certified employee only) and pallet jack.	20%
• Operates print and bindery equipment. Create InDesign layouts.	10%
• Assists other departments, contractors and outside vendors as needed.	10%
• Scan documents and packages into NOTIFII tracking system, upload documents into PeopleSoft and departmental shared file.	20%
• Process Neopost mailing and airborne FedEx postal expenditures, schedules FedEx pickup for outgoing items. Keep bulk mail account balanced.	5%
• Create vouchers and purchase requisitions for General Support Services (GSS).	5%
• Prepare expense reports for GSS cost center and provide to the department assistant for monthly reports.	5%
• Performs 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			
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