Job Opportunities
University of the District of Columbia (UDC)

Position: Mail Clerk/Xerox Technician
Announcement

Salary Range: AD-303-15/01-08 $20,498 - $25,909 Per Annum
Date: 10-16-06

Location: Van Ness Campus
Number: 06-66

Areas of Consideration: University-wide
Closing Date: 10-20-06

Responsible to Associate Dean
UDC David A. Clarke, School of Law
Vice President, Academic Affairs

Brief Description of Duties

Sorts and distributes incoming mail to faculty, staff, administration and law library.

Delivers outgoing mail to the University Mail Center.

Reproduces copies for faculty, administrative staff, legal clinics and student research assistants.

Delivers supplies to faculty, staff and administration.

Transmits faxes for faculty, staff and administration.

Qualifications Required

Two years of education above high school or one year of general experience is required. General experience is experience that is progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position as described above.

All candidates will be considered without regard to race, color, religion, national origin, sex age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not the collective bargaining unit.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008