**Job description:**

Salary: $14.34 per hour plus benefits.

Candidate must hold or have held a US Secret Security Clearance.

Candidates with prior military experience preferred.

Ensure the timely and accurate distribution of incoming mail. Ensure proper documentation of accountable mail transactions. Ensure accountable mail found within regular mail is returned to USPS no later than the next available USPS Delivery Cycle. Dispatch outgoing mail by the time established by USPS. Receive and inspect mail & packages and provide secure handling and storage. Redirect Undeliverable Mail IAW the DoD Postal Manual. Securely transport, distribute, and retrieve mail to and from the dormitory receptacles by 1600 (CST). Manage receptacles IAW eligibility requirements of DoD 4525.6-M. Perform maintenance on receptacles to ensure proper function. Management of Postage Meter. Registered Mail safe is secured at all times. Provide Base Locator service per local and regulatory guidelines. Properly secure the building after duty hours, and ensure all mail/packages are properly secured. Must be fully vaccinated, willing to submit to a Level III background and/or security investigation with a fingerprint. Must be willing to submit to a drug screening. Must possess a current/valid driver's license.