100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105760

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER
20005559

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Mail Center Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006531 Mail Center Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

JOB CODE TITLE
Mail Center Supervisor

JOB CODE
12735

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Supervises unit of mail clerk/messengers in processing incoming & outgoing mail & enforces United States Postal regulations & procedures: assigns & reviews work; trains staff in work procedures &/or equipment operation; approves request for leave forms; recommends discipline & issues reprimands; recommends policies to Manager; assists Manager in dispatching of motor pool operation; oversees entire State Mail/Motor Pool operation in Manager's absence.	Knowledge of (1) federal postal regulations & procedures*; (2) supervisory principles/techniques; (3) employee training & development; (4) safety practices & procedures. Skills in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Outlook e-mail); (6) operation of equipment (e.g., postal scale, metering machine). Ability to (7) deal with problems involving several variables within familiar context; (8) prepare & maintain accurate records; (9) define problems, collect data, establish facts & draw valid conclusions; (10) apply principles to solve practical, everyday problems; (11) establish friendly atmosphere as supervisor of work unit; (12) stand, walk or bend continuously.
40	Operates various machines (e.g., DM 1000 postage scale, meter machine, inserter) to process or hand process incoming & outgoing mail (e.g., sorts, date & time stamps, opens, bundles): delivers mail, parcels, or express mail to appropriate location &/or picks up mail; reviews records & tracks monthly postage used on machine; ensures proper maintenance of equipment.	Knowledge of 1, 4 Skill in 6 Ability to 7, 8, 9, 10, 12
15	Responds to customer inquiries regarding mail center operations & performs miscellaneous duties: explains postal requirements; maintains mail center records & postage rates; oversees inventory, distribution &/or ordering of supplies.	Knowledge of: 1, 4, (13) public relations. Skill in: 6 Ability to: 7, 10 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005560 Mail Clerk/Screener
20005562 Mail Clerk/Screener
20005564 Mail Clerk/Screener
20005566 Mail Clerk/Screener
20005567 Mail Clerk/Screener
20005568 Mail Clerk/Screener
20005569 Mail Clerk/Screener

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven for

DATE: 4/6/09

appl 4-8-09 al