

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105760

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
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

Bargaining Unit 22

If FLSA Exempt, exemption type:

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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 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

JOB CODE TITLE
Mail Center Supervisor

JOB CODE
12735

List Position Numbers & Job Titles of Positions Directly Supervised:

20005560 Mail Clerk/Screenener 20005567 Mail Clerk/Screenener
20005562 Mail Clerk/Messenger 20005569 Mail Clerk/Screenener
20005564 Mail Clerk/Messenger 20073968 Mail Clerk/Messenger
20005566 Mail Clerk/Screenener

SIGNATURE OF AGENCY REPRESENTATIVE

Paul J. Howard

DATE

3-16-11

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