

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105760

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005561

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Mail Clerk/Messenger

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 09
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. (Report-in location subject to change.)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Operates postage machines (e.g., postage scale, meter machine) to process (e.g., date stamp) outgoing mail/documents & hand process mail too large for machines (e.g., prepares package covering & hand stamps); keeps daily logs, by agency, on mail pieces metered for quarterly billing purposes; maintains meter machines (e.g., orders supplies, performs minor repairs, contacts vendor for major repairs, replaces tape & ink); loads & unloads trucks &/or distributes contents of sorting bins by agency; sorts mail by agency; stands, walks or bends continuously to deliver & pick up mail to/from assigned locations; lifts, pulls, pushes or otherwise moves up to 40 lbs. repeatedly.	Knowledge of (1) agency & federal postal regulations & procedures*; (2) threat assessment procedures*, (3) suspicious package profile*; (4) safety regulations & practices*; (5) customer service. Skill in (6) operation of postage machines (e.g., postage scale, meter machine)*; (7) addition, subtraction, multiplication, division, fractions, percentages. Ability to (8) sort items into categories according to established methods; (9) complete routine forms &/or records; (10) stand, walk or bend continuously; (11) lift, push pull or otherwise move up to 40 lbs. repeatedly.
20	When assigned, operates motor vehicle to pick up & deliver (e.g., post office, Department of Administrative Services, off-site locations) mail & related materials: performs other related duties as assigned.	Knowledge of: 1*, 4* Skill in 6* Ability to 8, 9, 10, 11, (12) obtain & maintain valid driver's license.

*developed after employment

JOB CODE TITLE
Mail Clerk/Messenger

JOB CODE
12731

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen

11/14/12

App'd 11-6-12-aw