100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105760

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

POSITION NUMBER 20005562

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Mail Clerk/Messenger	20005559 Mail Center Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 1

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 CODE TITLE Mail Clerk/Messenger

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 5* Ability to 8, 9, 10, 11, (12) obtain & maintain valid driver's license.

*developed after employment

JOB CODE 12731

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven /kw	10/9/09

apd 10-13-09 cl