

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005567	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Delivery Worker/Mail Clerk		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 & work hours subject to change.)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Operates delivery vehicle: picks up & delivers mail & various other materials on scheduled local route: performs minor maintenance or schedules vehicle for maintenance (e.g., gas, oil, tires, battery, washing); checks merchandise & material on invoice for accountability; ensures mail is received & picked up daily at appropriate times; maintains daily driver log record including mileage, date & time of pick-up or delivery stop locations & gas receipts; maintain mailrooms at pick-up / delivery locations that are responsibility of DAS State Printing & Mail Services; keeps work area free from clutter & trash; maintains mailing & shipping supplies & other items as necessary.	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 delivery vehicle. Ability to (7) stand, walk or bend continuously; (8) lift, push pull or otherwise move up to 40 lbs. repeatedly; (9) obtain & maintain valid driver's license.	
	30	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 associated with postage funds, 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*, 4*, 5 Skill in (10) operation of postage machines (e.g., postage scale, meter machine)*; (11) addition, subtraction, multiplication, division, fractions, percentages. Ability to 7, 8, 9, (12) sort items into categories according to established methods; (13) complete routine forms &/or records; (14) lift, push or pull up to 40 lbs. repeatedly.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 12/12/16	
JOB CODE 53821	JOB CODE TITLE Delivery Worker			

App 12.12.16 (cc)