

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073315 JOB CODE TITLE Document Delivery Technician Supervisor JOB CODE 12725	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Document Delivery Technician Supervisor		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 checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 a.m. TO: 5:30 p.m. Report in location & work hours subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	Assists document delivery technicians in operation of mail handling equipment (e.g., intelligent mailing system, inserter, burster, folder, scale, postage meter, & letter opener) & preparation of documents for mailing & processing (e.g., receives & logs Medicaid program provider warrants/statements & matches & prepares for mailing; maintains agency records on held or returned PA warrants; oversees manual hand pulls from PA & Medicaid runs); researches & provides assistance to counties & district offices concerning disposition of held &/or undelivered warrants & medical cards & on non-receipt materials; maintains storage & security of bulk food stamps for emergency transfer to county issuance points; assists counties with transfers of emergency food stamps (e.g., interprets & provides instructions on procedures; makes arrangements for deliveries); ensures security (e.g., locked storage, limited access, monitored storage & inventory) of negotiable supplies & follows proper procedures in releasing negotiable supplies to clients; maintains records on food stamps received & transferred; reviews all food stamp requisitions for completeness & accuracy before submitting to United States Department of Agriculture.	Knowledge of 1*, 2, 3, 4, 5, 6*. Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16	
	10	Performs other miscellance related duties (e.g., attends staff meetings & training sessions; routes correspondence; prepares attendance records; maintains records & logs; keeps current on postal regulations; gathers statistics for monthly reports & prepares reports; responds to telephone &/or written inquiries; authorizes supply requisitions & equipment repairs).	Knowledge of 1*, 2, 3, 4, 5, 6* Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16	
			* developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhorne/ce</i>	DATE 7/3/12

Appl 7.3.12-aw