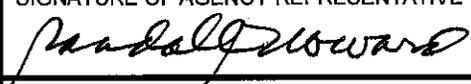


|  |  |                                  |
|--|--|----------------------------------|
| <b>POSITION DESCRIPTION</b>                          |  | AGENCY/DEPT ID<br>DAS105780      |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>State Printing & Mail Services | COUNTY OF EMPLOYMENT<br>Franklin |

|                             |  |   |   |                                       |
|-----------------------------|--|---|---|---------------------------------------|
| POSITION NUMBER<br>20073317 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree  |                                       |
|                             | USUAL WORKING TITLE OF POSITION<br>Document Delivery Technician  |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20073315 Document Delivery Technician Supervisor  |                                       |
|                             | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type  | Bargaining Unit 09<br><br>Page 1 of 2 |
|                             | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:30 a.m. TO: 5:00 p.m.      Report in location subject to change   |   |   |                                       |
|                             | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |   |   |                                       |
| %                           | Job Duties in Order of Importance  |   | Knowledge, Skills & Abilities   |                                       |
| 80                          | Under general supervision, operates intelligent, high-speed mail processing system (i.e., intelligent, high-speed printer, burster, folder, inserter, scale & postage meter) in order to prepare & process time sensitive essential documents (e.g., Public Assistance (PA) & Temporary Assistance to Needy Families (TANF) warrants, medical identification cards & Client Registry Information System-Enhanced (CRIS-E) or SETS client notices, Medicaid provider warrants, statements, computer printouts, OJI notices, Unemployment tax statements, benefits notices, warrants & 403s) for mailing in Large Mailing Operation (LMO): manually breaks down, separates &/or prepares documents too large for mail processing system (e.g., inserts in envelope, weighs, meters &/or prepares for mailing); resolves discrepancies on machine diverted warrants; completes job logs for each individual job processed; selects appropriates job type & sub account for automated DFWorks program; sets up equipment/system for operations; randomly checks finished mail pieces to ensure quality control is being met; makes sure that correct envelopes, postage & if necessary inserts are included in each job processed; keeps work area supplied with envelopes, trays & other needed equipment or supplies; keeps area clean, empties trim wind totes as needed; prepares processed mail pieces for pick up by presort vendor; shrink wraps pallets of mail. |   | Knowledge of (1) U.S. Postal Regulations; (2) production processes; (3) OSHA & related safety standards & practices; (4) DAS & State Printing policies & procedures*; (5) file-based mail processing; (6) Optical Mark Recognition (OMR) code. Skill in (7) operating material handling equipment; (e.g., shrink wrapper, cutter, forklift*); (8) operation of personal computer & related software (e.g., MicroSoft Outlook, Excel, DFWorks); (9) intelligent, high speed, mail processing system (i.e., intelligent printer, burster, folder, inserter, scale, postage meter). Ability to (10) deal with problems involving several variables within familiar context; (11) interpret moderately complex technical instructions & specifications concerning proper use of mail handling equipment; (12) understand mechanical procedures; (13) work within state/federal mandated deadlines; (14) move limbs/fingers easily to perform manual functions repeatedly; (15) stand sit or bend continuously; (16) cooperate with co-workers on group projects; (17) lift up to 70 pounds. |                                       |
|                             |  | *developed after employment   |   |                                       |
| JOB CODE<br>12721           | List Position Numbers & Job Titles of Positions Directly Supervised:   |   | SIGNATURE OF AGENCY REPRESENTATIVE<br>  |                                       |
|                             |  | DATE<br>4.4.11  |   |                                       |

April 3-28-11 (AP)

JOB CODE TITLE  
Document Delivery Technician

