100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

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

POSITION NUMBER 20073317

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Document Delivery Technician	20073315 Delivery Technician Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:00 p.m. Report in location subject to change.

JOB CODE TITLE Document Delivery Technician

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under general supervision, operates mail handling equipment [e.g., intelligent mailing systems (i.e., high speed intelligent inserters), burster, folder, scale, postage meter & letter opener] 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, benefit notices, warrants & 403s] for mailing in Large Mailing Operation (LMO): manually breaks down, separates &/or prepares documents too large for mail handling equipment (inserts in envelope, weighs, meters &/or prepares for mailing); resolves discrepancies on machine diverted warrants; completes job logs for each individual job processed; selects appropriate job type & sub account for automated DFWorks program; randomly checks finished mail pieces to ensure quality control is being met; ensures correct envelopes & postage are used & if necessary, inserts are included in each job processed; ensures work area is supplied with envelopes, trays & other needed equipment or supplies; maintains clean area & 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*. Skill in (5) operation of mail handling equipment (Pitney Bowes APS & Flowmaster inserter); (6) operation of personal computer & associated hardware/software. Ability to (7) deal with problems involving several variables within familiar context; (8) interpret moderately complex technical instructions & specifications concerning proper use of mail handling equipment; (9) understand mechanical procedures; (10) work within state/federal mandated deadlines; (11) sort items into categories according to established methods; (12) move limbs/fingers easily to perform manual functions repeatedly; (13) stand, sit or bend continuously; (14) assess questions & provide appropriate information or referral; (15) cooperate with co-workers on group projects; (16) add, subtract, multiply & divide whole numbers; (17) lift up to 50 pounds. *developed after employment

JOB CODE 12721

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	6/24/09

add 7-9-09 cc

100-100U

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AGENCY/DEPT ID
DAS105780

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

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USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Document Delivery Technician	20073315 Delivery Technician Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:00 p.m. Report in location subject to change.

JOB CODE TITLE Document Delivery Technician

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Performs all clerical tasks related to distribution mail: receives & stores stock & files; ensures logs of items are distributed; gathers supplies (e.g., paper, forms, warrants, labels) from print shop & store room to prepare mailings; may be required to drive State vehicle to deliver warrants to post office.	Knowledge of 1, 2, 3, 4* Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, (18) obtain & maintain valid driver's license.
10	Performs other related duties: sets up equipment for operations; analyzes daily use & ensures efficient use of equipment; checks supplies; checks documents &/or equipment to maintain quality control; consults with on-site service representative to resolve problems; responds to routine inquiries; makes minor repairs to equipment.	Knowledge of 1, 2, 3, 4* Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

* developed after employment

JOB CODE 12721

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	6/24/09

Appl 7-9-09