

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 20073320	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Document Delivery Technician		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073350 Administrative Officer 2	
	<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 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 3:30 p.m. Report in location subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
5	Operates & maintains NCR encoder to tally & encode amounts on warrants before they are delivered to Office of State Treasurer for further processing; maintains records; operates computer terminal to retrieve data from CRIS-E on held & returned warrants & medical cards; adjusts, cleans & makes minor repairs to equipment; performs other related duties.	Knowledge of 1, 2, 3, 4*. Skill in 5, 6. Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.
5	Breaks down & separates remittance statements for providers & nursing homes by provider number; matches warrants with appropriate statements & inserts them for mailing; contacts appropriate office to resolve any bar code discrepancies concerning statements; opens &/or examines & sorts returned undeliverable documents to verify accuracy & determine course of action; operates encoder to void documents; picks up &/or delivers documents to other state agencies or U. S. Postal Service; gathers supplies 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, (23) must maintain a valid drivers license.
5	Operates computerized storage & retrieval system to access stock listings & records in hard copy, microfilm & digital media; operates photocopy, microfilm/digital, & microfiche equipment to produce copies, digitize or film documents, including peripheral equipment; prepares documents for filming/scanning; inspects microfilm/digital product to ensure quality; transmits hard copy documents, microfilm & electronic documents attached to email upon customer request; labels & stores microfilm & compact disks according to established records management procedures; cleans, adjusts & performs routine maintenance on equipment &/or arranges for major repairs by service representatives.	Knowledge of 3, 16. Skill in (24) operation of microfilm equipment*; (25) operation of digital scanning equipment*; (26) operation of personal computer systems using DOS & Windows software (e.g., Word Perfect, GroupWise & Filenet) * Ability to 7, 12, 13 (27) recognize unusual or threatening conditions. *developed after employment.
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven</i>
JOB CODE 12721		DATE 6/4/09

apl 6-11-09 al