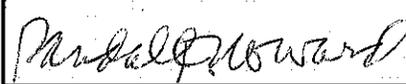




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073322	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073314 Document Delivery Technician Supervisor	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09  Page 2 of 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 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	
14	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; maintains logs & records; picks up &/or delivers documents to other state agencies or U. S. Postal Service; gathers supplies (e.g., paper, forms, warrants, labels) from print shop & store room to prepare mailings; performs all clerical tasks related to distribution mail (e.g., receives & stores stock & files, keeps logs of items distributed); 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.	
14	Operates NCR encoder to tally & encode amounts on warrants before they are delivered to the Office of State Treasurer for further processing (e.g., checks encoder tape for accuracy, verifies total & dollar amount returned); maintains records; operates computer terminal to retrieve data from CRIS-E on held & returned warrants & medical cards; prepares money payment disbursement journals report for mailing to counties; adjusts, cleans & makes minor repairs to equipment; performs other related duties (e.g., sets up equipment for operations; analyzes daily use & ensures efficient use of equipment; checks & orders supplies; checks documents &/or equipment to maintain quality control; consults with on-site service representative to resolve problems; responds to routine inquiries).		Knowledge of: 1, 2, 3, 4*. Skill in 5, 6. Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.	
JOB CODE 12721	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2/4/11	

april 2-4-11 al

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105780

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20073322

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Document Delivery Technician

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073314 Document Delivery Technician Supervisor

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

Page 3 of 4

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

Report in location subject to change

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
14	Provides work direction & training for lower-level staff (e. g., monitors quality of work & production levels) in receiving, inspecting, inventorying, storing & distributing forms, manuals, handbooks, stock, supplies & other related materials in a large central warehouse; oversees stock rotation, record maintenance of lot numbers, expiration dates & inspection for damage; operates a UPS computerized mailing machine for daily shipment of packages; completes & maintains daily warehouse shipping, receiving & inventory records (e.g., on paper & computerized files); verifies accuracy of computerized inventory database; operates forklift &/or other warehouse equipment to move & store stock or equipment in accordance with OSHA or other applicable safety standards & practices; trains lower-level workers & assists staff in resolving problems regarding equipment &/or methods of operation; assists in preparing weekly/monthly production reports; lifts cartons weighing up to 60 pounds.	Knowledge of 3, 4*, (18) employee training & development*; (19) State Printing purchasing & requisition procedures*. Skill in 5, (20) operation of forklift*. Ability to 7, 11, 16, 17, (21) recognize unusual or threatening conditions (e.g., chemical storage) & take appropriate action; (22) complete forms accurately.
14	Operates computerized storage & retrieval system to access stock listings & records in hard copy, microfilm & digital media (e.g., enters, indexes, verifies, searches & corrects indexes); operates photocopy, microfilm/digital, & microfiche equipment to produce copies, digitize or film documents, including peripheral equipment (e.g., microfiche readers); prepares documents for filming/scanning (e.g., removes staples, tapes & inserts target sheets); 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; prepares & maintains production reports, monthly service statistics & maintains stock & records inventories as specified by supervisor.	Knowledge of 3, 16, (23) office practices & procedures. Skill in (24) operation of microfilm equipment* (e.g., microfilm printer readers, cameras, jacketer); (25) operation of digital scanning equipment* (e.g., Bell & Howell 8100D Plus, Canon CD-4050); (26) operation of personal computer systems using DOS & Windows software, including WordPerfect, GroupWise & FileNet*. Ability to 7, 12, 13, 21, (27) carry out detailed but basic written & oral instructions; (28) maintain accurate records; (29) comprehend & record figures accurately.

\*Developed after employment.

JOB CODE TITLE  
Document Delivery Technician

JOB CODE  
12721

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Paul G. Howard*

2/4/11

*apl 2-4-11 al*

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

<b>POSITION NUMBER</b> 20073322	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073314 Document Delivery Technician Supervisor	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 09  Page 4 of 4
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 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	
14	Transports materials, provides assistance in storeroom & maintains delivery vehicles: picks up & delivers various items (e.g., mail, parcels, equipment, cartons of checks, warrants) from & to ODJFS offices, other state offices; signs & accounts for pick ups; loads items, flats, hoppers, trays & other containers into & from trucks, vans, or other motor vehicles; loads & unloads items onto & from dollies & flat bed carts; moves dollies & carts to delivery points within same building; loads & unloads vehicles & picks up/delivers & distributes mail, stock, supplies, records & microfilm/compact discs on scheduled routes to various locations, lifting boxes weighing up to 100 lbs.; performs minor vehicle & equipment maintenance (e.g., gas, oil, tires, battery, washes).		Knowledge of 3, 16, (30) State Printing practices & procedures for pick up, delivery & storage of materials. Skill in (31) operation of motor vehicles used for pick up & delivery. Ability to 7, 12, 17, 26, 29, (30) obtain & maintain valid drivers license.	
				*Developed after employment.
<b>JOB CODE TITLE</b> Document Delivery Technician	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			<i>Jarball Neward</i>	2/4/11

apd 2-4-11 al