

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 20073322	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Document Delivery Technician		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 type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09 Page 1 of 2
	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	
80	<p>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.</p>		<p>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.</p> <p style="text-align: right;">*developed after employment</p>	
JOB CODE 12721	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovensce</i>	
			DATE 10/7/12	

Appl 6-11-12 (AP)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105780

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

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: SEE TABLE OF ORGANIZATION

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

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
10	Performs all clerical tasks related to distribution of mail (e.g., receives & stores stock & files, keeps logs of items distributed); gathers supplies (e.g., paper, forms, warrants, labels) from print shop & storeroom to prepare mailings; drives State vehicle to deliver materials to state agencies & post office upon request.	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	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 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

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/ce 5/7/12

POSITION NUMBER 20073322

 JOB CODE TITLE Document Delivery Technician

 JOB CODE 12721

April 6-11-12 PDR