

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 20073324	<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 20073315 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 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: 8:30 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	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 12721	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Randal G. Howard</i>	
		DATE 4.4.11		

Appl 3-28-11 RRG

POSITION NUMBER
20073324

JOB CODE TITLE
Document Delivery Technician

JOB CODE
12721

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

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				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Document Delivery Technician		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073315 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 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: 8:30 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

JOB CODE 12721	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Randall Howard</i>	4.4.11

Apd 3-28-11 (AR)

JOB CODE TITLE
Document Delivery Technician