POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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

POSITION NUMBER
20073326

☐ 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
☐ 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: 6:45 a.m. TO: 3:15 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 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 appropriate 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: Chris Selch/cc

DATE: 11/26/14

Appd 11.26.14 cc

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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

POSITION NUMBER 20073326

☐ 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	See Table of Organization

☒ 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: 6:45 a.m. TO: 3:15 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 TITLE
Document Delivery Technician

JOB CODE
12721

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selch/cc	11/26/14

Apd 11.26.14 (cc)