

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
20073327

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

Bargaining Unit 09

If FLSA Exempt, exemption type

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 6:30 a.m. TO: 3:00 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 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.</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>*developed after employment</p> |

JOB CODE TITLE
Document Delivery Technician

JOB CODE
12721

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
12/5
2013

[Handwritten Signature]

apd 12-6-13 cl

| | | |
|--|--|----------------------------------|
| 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 20073327 | <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 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 2 of 2 | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 6:30 a.m. TO: 3:00 p.m. Report in location subject to change | | | | | | | | | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | | | | | | | | |
| JOB CODE TITLE Document Delivery Technician | JOB CODE 12721 | <table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>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.</td> <td>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</td> </tr> <tr> <td>10</td> <td>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).</td> <td>Knowledge of 1, 2, 3, 4* Skill in 5, 6 Ability to 7*, 8, 9, 10, 11, 12, 13, 14, 15, 16</td> </tr> </tbody> </table> | | % | 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 |
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| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 12/5 2017 | | | | | | | | | |

apd 12-6-13 cl

*developed after employment