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| 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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|-----------------------------|--|---|---|
| POSITION NUMBER 20073328 | <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: |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 7:00AM TO: 4:00PM 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, benefit 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 operating (7) 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. |

April 8-10-10 (au)

JOB CODE TITLE
Document Delivery Technician

JOB CODE
12721

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i> | DATE 9/10/10 |
|--|---|-----------------|

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

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| POSITION NUMBER 20073328 | <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 2 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00AM TO: 4:00PM 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 & store room 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 <i>Jeffrey Westhoven/cc</i> | |
| | | DATE 8/10/10 | | |

App'd 8.10.10 (aw)