

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105760
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073968	<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 Mail Clerk/Messenger		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 1								
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. (Report-in location subject to change.)												
JOB DESCRIPTION AND WORKER CHARACTERISTICS												
<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 style="vertical-align: top;">80</td> <td style="vertical-align: top;">Operates postage machines (e.g., postage scale, meter machine) to process (e.g., date stamp) outgoing mail/documents & hand process mail too large for machines (e.g., prepares package covering & hand stamps); keeps daily logs, by agency, on mail pieces metered for quarterly billing purposes; maintains meter machines (e.g., orders supplies, performs minor repairs, contacts vendor for major repairs, replaces tape & ink); loads & unloads trucks &/or distributes contents of sorting bins by agency; sorts mail by agency; stands, walks or bends continuously to deliver & pick up mail to/from assigned locations; lifts, pulls, pushes or otherwise moves up to 40 lbs. repeatedly.</td> <td style="vertical-align: top;">Knowledge of (1) agency & federal postal regulations & procedures*; (2) threat assessment procedures*, (3) suspicious package profile*; (4) safety regulations & practices*; (5) customer service. Skill in (6) operation of postage machines (e.g., postage scale, meter machine)*; (7) addition, subtraction, multiplication, division, fractions, percentages. Ability to (8) sort items into categories according to established methods; (9) complete routine forms &/or records; (10) stand, walk or bend continuously; (11) lift, push pull or otherwise move up to 40 lbs. repeatedly.</td> </tr> <tr> <td style="vertical-align: top;">20</td> <td style="vertical-align: top;">When assigned, operates motor vehicle to pick up & deliver (e.g., post office, Department of Administrative Services, off-site locations) mail & related materials: performs other related duties as assigned.</td> <td style="vertical-align: top;">Knowledge of: 1*, 4* Skill in 6* Ability to 8, 9, 10, 11, (12) obtain & maintain valid driver's license.</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	80	Operates postage machines (e.g., postage scale, meter machine) to process (e.g., date stamp) outgoing mail/documents & hand process mail too large for machines (e.g., prepares package covering & hand stamps); keeps daily logs, by agency, on mail pieces metered for quarterly billing purposes; maintains meter machines (e.g., orders supplies, performs minor repairs, contacts vendor for major repairs, replaces tape & ink); loads & unloads trucks &/or distributes contents of sorting bins by agency; sorts mail by agency; stands, walks or bends continuously to deliver & pick up mail to/from assigned locations; lifts, pulls, pushes or otherwise moves up to 40 lbs. repeatedly.	Knowledge of (1) agency & federal postal regulations & procedures*; (2) threat assessment procedures*, (3) suspicious package profile*; (4) safety regulations & practices*; (5) customer service. Skill in (6) operation of postage machines (e.g., postage scale, meter machine)*; (7) addition, subtraction, multiplication, division, fractions, percentages. Ability to (8) sort items into categories according to established methods; (9) complete routine forms &/or records; (10) stand, walk or bend continuously; (11) lift, push pull or otherwise move up to 40 lbs. repeatedly.	20	When assigned, operates motor vehicle to pick up & deliver (e.g., post office, Department of Administrative Services, off-site locations) mail & related materials: performs other related duties as assigned.	Knowledge of: 1*, 4* Skill in 6* Ability to 8, 9, 10, 11, (12) obtain & maintain valid driver's license.
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*developed after employment												
JOB CODE 12731	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonenke</i>									
		DATE 11/14/12										

Chgd 11-6-12-12