

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

POSITION NUMBER  
20073313

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Document Delivery Technician Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20073350 Administrative Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Directs &amp; coordinates preparation &amp; processing of more than one million pieces of negotiable instruments &amp; other documents [e.g., Public Assistance (PA) &amp; Temporary Assistance to Needy Families (TANF) warrants, medical identification cards &amp; CRIS-E client notices] &amp; bulk materials in Large Mailing Operation (LMO) using intelligent mailing systems (i.e., Bell Howell series 6000, MailStar, Bowe, &amp;/or Royale); integrates networked production &amp; mailing to assure integrity of document through processing cycle; supervises document delivery technicians; develops, promulgates &amp; enforces unit policies &amp; procedures (e.g., monitors processing for accuracy &amp; timeliness; issues memos to clarify/update procedures; recommends awards for outstanding performance; imposes or recommends disciplinary action); develops, implements &amp; monitors production schedules; schedules &amp; distributes workload; ensures work is accurately completed (e.g., trains employees in pre-sorting &amp; preparing mass mailings for release to post office); ensures by monitoring production &amp; authorizing overtime that state/federal mandated deadlines are met to prevent federal sanctions &amp;/or loss of funding; develops procedures to improve production &amp; establishes quality control standards; maintains daily production records; ensures unit operations are in compliance with OSHA &amp; related safety standards &amp; practices (e.g., implements corrective action plans resulting from OSHA or other safety inspections; requisitions facilities cleaning, repair, maintenance &amp; lighting; conducts informal safety inspections between formal OSHA inspections).</p>	<p>Knowledge of (1) DAS, State Printing, government, U. S. Postal &amp; commercial courier rules, regulations, policies &amp; procedures; (2) production processes; (3) employee training &amp; development*; (4) OSHA &amp; related safety standards &amp; practices; (5) supervisory principles/techniques*; (6) office practices &amp; procedures*.</p> <p>Skill in (7) operation of mailing handling equipment (e.g., intelligent mailing systems, inserters, burster, folder, scale, postage meter); (8) operation of personal computer or microcomputer; (9) calculator &amp;/or adding machine.</p> <p>Ability to (10) deal with problems involving several variables within familiar context; (11) interpret &amp; explain moderately complex technical instructions &amp; specifications concerning proper use of mail handling equipment in order to direct assigned staff; (12) meet state/federal imposed deadlines; (13) gather collate &amp; classify information about data, people or things; (14) write concise &amp; accurate reports; (15) move fingers easily to perform manual functions repeatedly; (16) assess questions to provide appropriate information or referral; (17) lift up to 70 lbs.; (18) obtain &amp; maintain valid drivers license.</p> <p>*Developed after employment.</p>

JOB CODE TITLE  
Document Delivery Technician Supervisor

JOB CODE  
12725

- List Position Numbers & Titles of Positions Directly Supervised:
- 20073316 Document Delivery Technician
  - 20073317 Document Delivery Technician
  - 20073319 Document Delivery Technician
  - 20073324 Document Delivery Technician
  - 20073325 Document Delivery Technician
  - 20073325 Document Delivery Technician

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

7/19/07

april 7-23-07 cel

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45	Assists document delivery technicians in operation of mail handling equipment (e.g., intelligent mailing system, inserter, burster, folder, scale, postage meter, & letter opener) & preparation of documents for mailing & processing (e.g., receives & logs Medicaid program provider warrants/statements & matches & prepares for mailing; maintains agency records on held or returned PA warrants; oversees manual hand pulls from PA & Medicaid runs); researches & provides assistance to counties & district offices concerning disposition of held &/or undelivered warrants & medical cards & on non-receipt materials; maintains storage & security of bulk food stamps for emergency transfer to county issuance points; assists counties with transfers of emergency food stamps (e.g., interprets & provides instructions on procedures; makes arrangements for deliveries); ensures security (e.g., locked storage, limited access, monitored storage & inventory) of negotiable supplies & follows proper procedures in releasing negotiable supplies to clients; maintains records on food stamps received & transferred; reviews all food stamp requisitions for completeness & accuracy before submitting to United States Department of Agriculture.	Knowledge of 1, 2, 3*, 4, 5*, 6*. Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16.
10	Performs other related duties (e.g., attends staff meetings & training sessions; routes correspondence; prepares attendance records; maintains records & logs; keeps current on postal regulations; gathers statistics for monthly reports & prepares reports; responds to telephone &/or written inquiries; authorizes supply requisitions & equipment repairs).  This position is over-time exempt	Knowledge of 1, 2, 3*, 4, 5*, 6*. Skill in 7, 8, 9. Ability to 10, 11, 12, 13, 14, 15, 16.  * Developed after employment.

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