



MAIL EQUIPMENT OPERATOR 1

0403

GENERAL DESCRIPTION OF CLASS

The MAIL EQUIPMENT OPERATOR 1 operates mail processing equipment. The work includes sorting outgoing mail by class, weighing and affixing proper postage using metering equipment, operating a mail management system to make sure postage is charged to the proper agency, and generating reports for accurate billing for mail that is out-sourced. The Mail Equipment Operator 1 operates high speed mail inserting equipment but is limited to inserting jobs that do not require reading scan marks.

DISTINGUISHING FEATURES

This is the first level of a two level series. The limited types of projects assigned distinguishes this class from the higher level. This level does basic set up and operation of simple projects on the inserting or metering equipment.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Mail Processing

Completes basic set up of equipment and operates high speed metering, labeling, folding, or inserting equipment using techniques that meet postal and Federal mail processing regulations. Prepares mail and parcels for shipping through United States Postal Service and other common carriers. Prepares presort first class and bulk mail according to United States Postal standards. Prepares, weighs and posts various classes of mail according to U.S. Postal standards and maintains records of all transactions.

Keeps all mail processing equipment in good running order and arranges for service maintenance when needed.

2. Customer Service

Answers telephones and responds to questions. Provides information to individuals and agencies about mailing services. Advises customers on mailing techniques, procedures and postal hygiene (e.g., complete addresses, eliminating duplicates, etc.) to get the highest postal discounts.

3. Miscellaneous

Provides peak coverage on all other mail related functions including internal sorting and distribution. Operates a mail vehicle to pick up mail and parcels from various agency locations. Operates an electric pallet jack.

RELATIONSHIPS WITH OTHERS

The Mail Equipment Operator 1 has daily in-person and telephone contact with state and federal employees and vendors to exchange information. The employee has occasional in person and telephone contact with repair service representatives to arrange for repair of mail processing and related equipment.

SUPERVISION RECEIVED

The Mail Equipment Operator 1 receives close supervision from a supervisor or manager and seeks guidance when necessary. The supervisor or manager assigns work verbally and reviews work for accuracy and timeliness. The employee also responds to verbal and written requests from agency personnel. As proficiency increases, supervision becomes general. Equipment manuals give operating instructions for mail processing and related equipment.

Work must comply with Agency Policies, Federal Postal Regulations, Administrative Rules, United Parcel Service, Federal Express, Mid Valley regulations, or Oregon Motor Vehicle Laws.

GENERAL INFORMATION

The Mail Equipment Operator 1 works in a noisy environment. The job requires standing for long periods of time and regularly lifting and moving mail sacks, trays, boxes, and cartons weighing 25 to 50 lbs. (occasionally up to 70 lbs.).

KNOWLEDGE AND SKILLS (KS)

Knowledge:

General knowledge of computers.
Basic knowledge of spoken and written English sufficient for office communications.
Basic knowledge of the alphabet and proper number sequencing.

Skills:

Skill meeting time schedules and deadlines.
Skill operating mechanical equipment.

Special qualifications:

A valid Oregon Drivers' License is required.
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NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 7/01

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division