



MAIL EQUIPMENT OPERATOR 2

0404

GENERAL DESCRIPTION OF CLASS

The MAIL EQUIPMENT OPERATOR 2 operates high speed mail inserting equipment, running jobs that have scan marks that match documents from multiple feeders. They program and set up inserting equipment to make sure documents are matched correctly and to track negotiable and sensitive documents. The Mail Equipment Operator 2 also converts and processes customer address files and assists customers and programming staff with technical requirements and layouts for all production jobs. The Mail Equipment Operator 2 programs and sets up the optical character reader (OCR) based on the requirements of each job, generates and prepares reports to submit all class of mail to the U.S. Postal Service and operates a mail management system to make sure postage is charged to the proper agency.

DISTINGUISHING FEATURES

This is the second level of a two level series. Responsibility for processing negotiable and sensitive documents, setting up and programming equipment or related computer software that uses multiple feeders or converting and processing customer address files for production distinguishes this class from the lower level.

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

Sets up and operates high speed inserting, OCR sorting equipment, or high speed ink-jet addressing and in-line tabbing equipment using techniques that meet postal and Federal mail processing regulations. Prioritizes, schedules and runs on-going projects to complete within set deadlines. Programs, sets up, and operates equipment that reads scan marks to match documents from multiple feeders and track negotiable and sensitive documents. Performs quality control on all matching jobs, checking that the scan marks retain their synchronization. Generates and maintains audit reports.

Receives and verifies negotiable documents (e.g., vouchers, titles, etc.) and coordinates jobs between various pieces of equipment for optimum efficiency. Converts and processes customer provided electronic address files using mail software programs. Completes forms to submit all classes of mail to the U.S. Postal Service. Maintains records of all transactions by entering data into the accounting system.

Keeps all mail processing equipment in good running order and arranges for service maintenance as required.

2. Customer Service

Assists customers and programming staff with technical requirements and layouts for all production jobs. Answers telephone inquiries. Gives technical information to individuals and agencies about mailing services. Advises customers about mailing techniques, procedures and postal hygiene (e.g., complete addresses, eliminating duplicates, etc.) to get the highest postal discounts.

3. Miscellaneous

Oversees inventory levels and reorders as necessary. Provides peak coverage on all other mail related functions, including internal sorting and distribution. May operate an electric pallet jack or a forklift to move supplies or processed mail. Operates a mail vehicle to pick up mail and parcels from various agency locations. Assists supervisor or manager with special projects.

RELATIONSHIPS WITH OTHERS

The Mail Equipment Operator 2 has daily in-person and telephone contact with state and federal employees and vendors to exchange information. There is occasional in-person and telephone contact with repair service representatives to arrange for repair of mail processing and related equipment. This position provides technical assistance to customers in person and over the telephone.

SUPERVISION RECEIVED

The Mail Equipment Operator 2 works independently. The supervisor or manager reviews work for accuracy and timeliness. The employee also responds to verbal and written requests from agency personnel. Equipment manuals give operating and maintenance 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 2 is responsible to account for negotiable instruments (e.g., vouchers, titles, etc.). Work is carried out in a noisy environment, 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 and mailing software programs.
Basic knowledge of spoken and written English sufficient for office communications.
Basic knowledge of the alphabet and proper number sequences

Skills:

Skill meeting time schedules and deadlines.
Skill operating Mail Processing equipment.
Skill planning and prioritizing work.
Skill scheduling projects on various pieces of equipment for efficient production.

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