

Department of Consumer Affairs  
 Position Duty Statement  
 HR-41 (Revised 7/2015)

<b>Classification Title</b> Mailing Machines Operator II	<b>Board/Bureau/Division</b> Office of Administrative Services
<b>Working Title</b> Mailing Machines Operator II	<b>Office/Unit/Section/Geographic Location</b> Business Services Office/Mail Operation Distribution Services Unit /Sacramento
<b>Position Number</b> 610-772-1780-002	<b>Name and Effective Date</b>

General Statement

Under the general direction of the Business Services Officer I (BSO I), the Mailing Machines Operator II (MMO II) is responsible for mail machine operations and completes various duties related to the mailroom services for the Business Services Office (BSO). Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

**50% Machine Operator (E)**

- Function as the departmental expert to provide postal regulation and rate information to clients and process Department of Consumer Affairs (DCA) mail according to regulations. (30%)
- Ensure all out-going mail is in final form with proper postage affixed to each piece of mail. (10%)
- Operate complex multi-function mailing machines, including but not limited to meter mailing machines and scales, postage computer machines, and inserter and folding machines. Calibrate machines for different types and sizes of mail being processed. Perform maintenance and minor repairs on various mail machines. (10%)

**20% Mail Service (E)**

- Provide mail pick up at the United Postal Service (UPS) located in West Sacramento and North Sacramento. Deliver and pick up mail for clients housed within the 1625 and 1747 North Market sites.
- Research misrouted and mislabeled mail and packages to identify correct recipients. Sort mail and packages by unit, organization, subject matter, individual name, or specific requirements requested by the boards, bureaus, committees, programs, commissions and divisions.
- Receive and sign for express mail deliveries, process express mail into an automated tracking system and prepare outgoing express mail for delivery.
- Provide special messenger service to various state agencies. Perform special pick-up and delivery and emergency assignments as requested by various boards, bureaus, and programs to the State Records Center, off-site storage units, transit storage, Department of General Services (DGS) destruction center and other state offices in the Sacramento area.

**15% Record Keeping/Maintenance (E)**

- Complete accounting reports related to mail costs and production by client.
- Track postage usage for clients.

**5% Customer Service (E)**

- Answer incoming calls for the Mailroom and assist clients requesting services at the reception counter.

**5% Routine Vehicle Safety Maintenance (E)**

- Perform daily routine safety checks on delivery vehicles, such as checking for flat tires, gas, oil, etc. Report any repairs or maintenance as needed. Track mileage into a logbook. Fill the gas tank at specified gas stations using a DGS gas card.

**5% Other (M)**

- Provide back up to other units within the Business Services Office as needed. Set up and tear down table and chair configurations in the Hearing room. Move boxes within the mailroom and when necessary, deliver them to clients. Lock up cashiering bags and cell phones nightly. Prepare empty toner boxes for recycle using pallets and shrink-wrap if necessary. Use photocopy, fax and other office related equipment during the course of business. Organize/maintain the mailroom and search for mail delivery information upon client request.

B. Supervision Received

The MMO II is supervised by the BSO I. However, direction and assignments may come from the Business Services Officer II, Supervisors I, II or Manager II.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The MMO II has frequent contact with DCA clients, the US Post Office and other state governmental and public-sector agencies.

F. Actions and Consequences

The MMO II is required to process incoming and outgoing mail daily. Failure to process the daily mail impacts the department's requirements to process mail according to the US postal requirements. It also impacts client operations relating to timely mailing of license and enforcement action notifications. Failure to follow the DCA Fleet Users policy will result in DCA not being compliant with all laws, rules, regulations and policy directives concerning the management and use of state-owned and leased vehicles and fleet cards.

G. Functional Requirements

The incumbent works 40 hours per week and must have the ability to lift mail buckets and boxes that may weigh up to 55 pounds each onto a handcart and/or pallet jack and push around to the DCA offices. The incumbent must also be able to lift mail buckets, boxes and hand carts that may weigh up to 55 pounds each into and out of vehicles for mail delivery/pickup. The position also requires driving, bending, stooping, reaching, walking, sometimes performing these actions outdoors in inclement weather, and standing for long

periods. The incumbent is also required to keep multiple, complex and accurate logs regarding mileage, gas, routes, express mail, interagency mail etc.

H. Other Information

Regular and consistent attendance is required for this position. **A valid California driver's license and a clean driving record are required. The incumbent shall participate in DMV's Employer Pull Notice Program (EPN)**, which is a process for providing the Department with a report showing the driver's current public record as recorded by the OMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record. Incumbent must attend and pass a defensive driver's class upon hiring and 4 years thereafter or as necessary. The incumbent must maintain a State issued cell phone, have it turned on and be responsive to calls while away from DCA Headquarters.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Employee's Printed Name Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature Date

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Printed Name Date