

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Mailing Machines Operator I	<i>Mailing Machines Operator I</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-345-1779-906
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Documents, Publications & Distribution / Mail Operations and Distribution Section / Production Mail Finishing Group / Mail Finishing Unit 3	Mary Randolph
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Mailing Machines Supervisor I
BRANCH:	REVISION DATE:
Administration	9/25/2019
Duties Based on: <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Stands for prolonged periods of time. Works in a noisy environment. Adapts to rotational cross-training and accepts assignment changes to work hours. Lift 35 pounds or more on a regular basis. Works overtime on a mandatory basis when workload or schedule requires. Will work the night shift from 11:00 pm to 7:30 am.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Under the close supervision of the Mailing Machines Supervisor I, in the Production Mail Finishing Group, the incumbent learns to set up, adjust and operate high volume intelligent mail inserting systems, and related equipment such as folders and joggers. The incumbent protects and secures the integrity of confidential materials, applies knowledge of United States Postal Service (USPS) regulations and rates related to the processing of first class, third class, and certified mail, and maintains accuracy of work being processed by verifying equipment is properly setup and utilizing the correct envelopes, inserts, postage, etc. The incumbent continually checks the quality of the final product. The MMO I reads and understands work orders before proceeding with jobs.	

Percentage of Duties	Essential Functions
35%	Under close supervision, sets ups, adjusts, operates, and maintains high volume intelligent mail inserting systems, and related equipment such as folders and joggers, to process outgoing mail for the Department and other state agencies under which the Department has an existing interagency agreement. Programs and adjusts inserting equipment to read various trigger marks for pulling from enclosure feeders and insert stations. Adjusts rollers, fold plates, tracks, High Cap Sheet Feeders, and enclosure feeders for a variety of complex production jobs.
25%	Reviews work orders and documentation for all jobs. Processes less complex jobs in accordance with machine specifications, work order specifications, postal regulations, and established mailing schedules. Ensures the correct postage meter and postage charge codes are used to apply postage. Maintains quality control of work processed. Reports any discrepancies in jobs, work orders, procedures, etc. to the supervisor. Protects and secures the integrity of confidential materials. Logs and tracks work as required.
20%	Maintains equipment and work areas in a clean, safe condition. Performs basic maintenance on mailing equipment as required which includes the following: oil equipment; blow dust off machines; keeps rollers, filters jars and meters cleaned; and wipes up oil, ink and other spills as they occur. Disposes of waste in proper containers and return unused materials, tools, logs, and manuals to designated storage areas. Keeps supervisor or lead informed of job processing status at end of work shift; job or work order discrepancies; machine malfunctions; or any unsafe working condition.
15%	Operates electric/manual material handling equipment and operates vehicles to transport supplies/materials and finished mail pieces, to include delivery of mail to the USPS. Notifies supervisor immediately of any equipment malfunctions and/or damage that results from the operation of equipment. Prepares, labels, and stages materials/envelopes required for processing daily work.
Percentage of Duties	Marginal Functions
5%	Other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Frequently - activity occurs 33% to 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Frequently - activity occurs 33% to 66%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

Type of Environment:

High Rise Cubicle Warehouse Outdoors Other:

Interaction with Customers:

Required to work in the lobby Required to work at a public counter
 Required to assist customers on the phone Required to assist customers in person
 Other: Does not require interaction with customers

Civil Service Classification
Mailing Machines Operator I

Position Number
280-345-1779-906

5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Classification and Pay Group (CPG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	NSW	5/4/2026
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i>		
List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Mailing Machines Operator II	<i>Mailing Machines Operator II</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-345-1780-906
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Documents Publications & Distribution/Mailing Operations & Distribution Section/Mailing Finishing Units 1, 2, or 3	Mary Randolph
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Mailing Machines Supervisor I
BRANCH:	REVISION DATE:
Administration	9/25/2019
Duties Based on: <input type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input checked="" type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Stands for prolonged periods of time. Works in a noisy environment. Adapts to rotational cross-training and accepts assignment changes to work hours. Lift 35 pounds or more on a regular basis. Works overtime on a mandatory basis when workload or schedule requires. Will work the night shift from 11:00 pm to 7:30 am.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of the Mailing Machines Supervisor I, in the Production Mail Finishing Group, the incumbent is responsible for independently setting up, adjusting and operating high volume intelligent mail inserting systems, and related equipment such as folders and joggers. The incumbent protects and secures the integrity of confidential materials, applies knowledge of United States Postal Service (USPS) regulations and rates related to the processing of first class, third class, and certified mail, and maintains accuracy of work being processed by verifying equipment is properly setup and utilizing the correct envelopes, inserts, postage, etc. The MMO II continually checks the quality of the final product. The MMO II reads and understands work orders before proceeding with jobs.</p> <p>The MMO II processes the most complex of production jobs requiring complex machine set ups and the use of advanced document processing technology. The incumbent may be designated to act in a lead capacity.</p>	

Percentage of Duties	Essential Functions
35%	Independently sets ups, adjusts, operates, and maintains high volume intelligent mail inserting systems, and related equipment such as folders and joggers, to process outgoing mail for the Department and other state agencies under which the Department has an existing interagency agreement including the most complex jobs requiring the most complex set ups. Programs and adjusts inserting equipment to read various trigger marks for pulling from enclosure feeders and insert stations. Adjusts rollers, fold plates, tracks, High Cap Sheet Feeders, and enclosure feeders for a variety of complex production jobs.
25%	Reviews work orders and documentation for all jobs. Process all jobs in accordance with machine specifications, work order specifications, postal regulations, and established mailing schedules. Ensures the correct postage meter and postage charge codes are used to apply postage. Maintains quality control of work processed. Reports any discrepancies in jobs, work orders, procedures, etc. to the supervisor. Protects and secures the integrity of confidential materials. Logs and tracks work as required.
20%	Maintains equipment and work areas in a clean, safe condition. Performs basic maintenance on mailing equipment as required which includes the following: oil equipment; blow dust off machines; keeps rollers, filters jars and meters cleaned; and wipes up oil, ink and other spills as they occur. Disposes of waste in proper containers and return unused materials, tools, logs, and manuals to designated storage areas. Keeps supervisor or lead informed of job processing status at end of work shift; job or work order discrepancies; machine malfunctions; or any unsafe working condition.
15%	Operates electric/manual material handling equipment and operates vehicles to transport supplies/materials and finished mail pieces, to include delivery of mail to the USPS. Notifies supervisor immediately of any equipment malfunctions and/or damage that results from the operation of equipment. Prepares, labels, and stages materials/envelopes required for processing daily work.
Percentage of Duties	Marginal Functions
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4. WORK ENVIRONMENT *(Choose all that apply)*

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Mailing Machines Operator II

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Employee's Name:		
Employee's Signature:		Date:
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Supervisor's Name:		
Supervisor's Signature:		Date:
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