

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Mailing Machines Operator I		WORKING TITLE Mailing Machines Operator I	
DIVISION/OFFICE/UNIT EAD/Print and Distribution Services Section/Bulk Mail		SPECIFIC LOCATION ASSIGNED TO Sacramento - Headquarters	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-319-1779-	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under close supervision of the Business Service Officer II (Supervisor), the Mailing Machines Operator (MMO) I performs a variety of mail processing duties to support the functions and responsibilities of the Bulk Mail Unit. The MMO I will operate multi-function machinery including but not limited to inserters, postage meters, and various folding and strapping machines to process large volumes of outgoing mail. The MMO I will be responsible for processing outgoing mail in a timely and effective manner using recognized best practices. The MMO I works in a busy unit handling time critical and sensitive materials with stringent deadlines. The MMO I is part of a team of Mailing Machine Operators who work collaboratively to complete assignments.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
60%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Operate or assist in the operation of CDTFA owned or leased mailing machines including (but not limited to): Pitney Bowes inserters, postage meters, letter openers, scanners, and various folding and strapping machines to process bulk outgoing mail via the United States Postal Service. Utilizes basic knowledge of postal regulations and apply knowledge to bulk mail requests. Verifies appropriate postage is applied to each piece. Reports issues to supervisor for resolution.</p>		
15%	<p>Maintain records of department activities, official logs and certification of mailings/determinations or other documentation related to the processing of large volumes of outgoing mail following departmental procedures.</p>		
15%	<p>Performs equipment preventative maintenance and adjustments, to ensure equipment remains in good working order. Performs minor repairs as needed. Report repairs to supervisor and logs activities. Operates a small forklift to move supplies and processed mail, all under direction.</p>		
5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Complies with health and safety practices within the facility by keeping equipment, work area, and floors, clean and clear of hazards. Maintains safety, cleanliness, and organization of work area, mailing supplies, and equipment. Complies with the manufacturer's safety recommendations on the proper usage of cleaning solvents and various chemicals used in equipment maintenance.</p>		
5%	<p>Deliver mail to post office. Perform other job-related duties as required.</p>		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- High-rise building
- Production-oriented, high noise work environment with limited temperature control

Physical Abilities:

- Ability to transport materials, including bags, boxes, and trays weighing up to fifty (50) lbs.
- Ability to remain stationary for extended periods of time operating machinery for a full eight-hour shift
- Ability to operate machinery with or without reasonable accommodations
- Ability to communicate effectively and professionally with CDTFA staff and repair/service staff from private sector vendors with or without reasonable accommodations.

Additional Requirements/Expectations:

- Overtime may be required to meet operational needs
- Ability to work early morning hours

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
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HRB Approval Date: 05/08/2026	C&P Analyst Initials: JB
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California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Mailing Machines Operator II		WORKING TITLE Mailing Machines Operator II	
DIVISION/OFFICE/UNIT EAD/Bulk Mail and Supply Management		SPECIFIC LOCATION ASSIGNED TO Sacramento - Headquarters	
SEERA DESIGNATION Rank and File	BARGAINING UNIT R04	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED May act as lead	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-319-1780-	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general direction of the Business Services Officer II (Supervisor), the Mailing Machines Operator (MMO) II independently performs a variety of mail processing duties to support the functions and responsibilities of the Bulk Mail unit. The MMO II operates the most complex multi-function machinery such as, inserters, postage meters, postcard/tabbing machines, and various folding and strapping machines to process large volumes of outgoing mail. The MMO II processes outgoing mail timely and effectively, using recognized best practices. The MMO II performs duties collaboratively handling time critical and sensitive materials in a busy work environment. The MMO II may serve as lead and train new employees. Travel may be required up to five percent (5%) of the time.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
60%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Operates CDTFA owned or leased mailing machines including, Pitney Bowes inserters, postage meters, letter openers, postcard/tabbing machines, scanners, and various folding and strapping machines to process bulk outgoing mail via the United States postal service. Understands postal regulations and applies knowledge to bulk mail requests. Ensures appropriate postage is applied to each piece. Works with supervisor, Document Management Unit, and other to resolve issues.</p>		
15%	<p>Performs records maintenance, certifies, mailings/determinations, and completes other documentation related to the processing and support of large volumes of outgoing mail through the United States Postal Service.</p>		
15%	<p>Performs equipment preventive maintenance and adjustments to ensure equipment remains in good working order. Performs minor repairs as needed. Contacts service technicians when equipment needs manufacturer mandated preventative maintenance and/or major repair. Operates a small forklift to move supplies and processed mail.</p>		

5%	<p><u>MARGINAL JOB FUNCTIONS</u></p> <p>Complies with health and safety practices within the facility by keeping equipment, work area, and floors, clean and clear of hazards. Maintains safety, cleanliness, and organization of work area, mailing supplies, and equipment. Complies with the manufacturer’s safety recommendations on the proper usage of cleaning solvents and various chemicals used in equipment maintenance.</p>
5%	<p>Delivers mail to the local post office and performs other job-related duties as required.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- High-rise building
- Production oriented, high noise, with limited temperature control

Physical Abilities:

- Transport materials weighing up to fifty (50) pounds, such as, bags, boxes, and trays
- Remain in a stationary position, consistent with office work, for extended periods of time
- Operate machinery with or without reasonable accommodation

Additional Requirements/Expectations:

- Overtime may be required to meet operational needs
- Work early morning shifts
- Communicate professionally and effectively with all staff and repair and service technicians from private sector vendors
- Travel up to five percent (5%) of the time for mail delivery to post office

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

<small>PRINT EMPLOYEE NAME</small>	<small>EMPLOYEE'S SIGNATURE</small>	<small>DATE</small>
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

<small>PRINT SUPERVISOR NAME</small>	<small>SUPERVISOR'S SIGNATURE</small>	<small>DATE</small>
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HRB Approval Date: 05/08/2026	C&P Analyst Initials: JB
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