

Duty Statement Rank & File

Proposed
 (Submit to HR for Review)
 Final

Print or type.
 See Specific Instructions on page 2.

A. Current Position Number 785-211-1779-005	B. Probationary Period /JEP Period 6 months	
C. Incumbent Name VACANT	D. Classification/Job Title Mailing Machines Operator I	E. Effective Date
F. Unit, Section, Division Business Operation Bureau, Management Services Division		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager Jesse Bustamante	I. Classification/Title of Immediate Supervisor/Manager Business Services Officer I	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 4	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule Monday – Friday	N. Work Hours 08:00 – 5:00	This position will be expected to be 100% on-site to perform normal duties.
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Q. Certification Required <input checked="" type="checkbox"/> Yes Must maintain a valid CA driver's license <input type="checkbox"/> No

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Business Services Officer I (BSOI (Sup), the incumbent is responsible for duties related to the processing of incoming and outgoing agency mail and operates machinery required to perform tasks. Requires full range of body motion including sitting, standing, carrying ,and lifting up to 50 lbs on a frequent basis, and walking, pushing and pulling up to 1,000 lbs assisted by cart/dolly, electric pallet jack and/or coworker . Must be able to walk/stand up to 8 hours daily. Must be able to work in a dusty and noisy environment. Must maintain a valid CA driver's license and be able to operate State owned motorized vehicles.

Maintain regular, consistent and predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

- | | | |
|-----|-------------------------------------|---|
| 50% | <input checked="" type="checkbox"/> | Processes outgoing mail adhering to postal regulations and rates for 1st, 2nd, 3rd, 4th, bulk registered, certified, parcel post, and express/insured mail using the fastest and most economical mail means available. Sorts incoming mail including USPS, parcel post, insured, registered, certified, express, inter-agency and delivery/pick up of mail throughout the agency. Operates a letter inserter, folding machines, metered mail machines, scales and a letter slicing machine. Maintains mailroom equipment by performing routine repairs and making minor adjustments to machinery as necessary to keep machinery in safe operating condition. Interacts with various courier service staff including incoming materials for signature. Reviews and monitors daily postal account mail reports. Consults and advises agency personnel on appropriate mail preparation for all outgoing mail and most economical means of mail delivery. Receives and signs for incoming shipments at the loading dock. Ensures the loading dock space is free and clear of vehicles and clutter. Utilizes the forklift to move and receive palletized product. Forklift certification required. Corresponds electronically and verbally with procurement and asset management staff regarding incoming shipments. |
| 20% | <input checked="" type="checkbox"/> | Reviews and prepares outgoing courier mail. Prepares packages for shipment via FedEx or other common carrier freight lines by determining the most economical means available including the preparation of shipping documents. Deliver daily outgoing mail to the loading dock for USPS, FedEx and UPS pickup. |
| 20% | <input checked="" type="checkbox"/> | Acts as Agency's courier for messenger services. Performs pick-up and deliveries to United States Post Office, State Controller's Office (SCO), Department of General Services (DGS), Office of State Publishing (OSP), Secretary of State vendors and various other state agencies and departments. |

MARGINAL FUNCTIONS

- | | | |
|-----|-------------------------------------|--|
| 10% | <input checked="" type="checkbox"/> | Act as backup to assist with other Business Services functions as required |
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Section III**EMPLOYEE/SUPERVISOR STATEMENT**

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
 NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
▶	▶	▶

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
▶	▶	▶