

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Business Services Section - 076		DIVISION Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Mailing Machines Operator I		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-076-1779-005		CURRENT DATE 05/13/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the close supervision of the Mailing Machines Supervisor I, the Mailing Machines Operator I is responsible for performing tasks associated with receipt and distribution of all incoming and outgoing mail for the Mail Services Unit.

SUPERVISION RECEIVED

The Mailing Machines Operator I reports directly to and receives the majority of their assignments from the Mailing Machines Supervisor I. However, direction and assignments may also come from the Supervisor I.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Must possess a California Driver License, have the ability to lift 55lbs, and be able to stack and move pallets using a pallet jack. Warehouse environment when working indoors, outdoor mail deliveries may experience weather conditions such as heat and rain.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work closely with other team members of the Mail Services Unit and can adapt to duty changes at anytime. Ability to stand for long periods of time and work in noisy surroundings. Good eyesight.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
30%	Receives, opens, time stamps, sorts, and delivers all incoming mail. Reviews incoming correspondence and/or materials to determine correct destination. Sort mail by buildings, mail stations, subject matter, individuals, and units. Receives checks, payroll transmittal documents, cash, and money orders from various sources and ensures timely delivery to the Fiscal Management Section for proper posting. Picks up all outgoing correspondence and packages. Maintains copier paper supplies in the mail room, keeps track of inventory and restocks when necessary. Collects and palletizes confidential waste and recycle materials for regular disposal.
25%	Affixes proper postage rate category through the use of automated mailing machines; operates, and is responsible for ensuring proper maintenance of, the Pitney Bowes Connect 3000 Mail Center and Pitney Bowes Relay Series inserting machines. Utilizes mail room software including FedEx Ship Manager and Wasp Package Pro.
20%	Operates state vehicles to deliver and pick up mail and small parcel packages to multiple locations in the Sacramento area. Handles sensitive correspondence, confidential material, and payroll warrants. When applicable, ensures authorized signatures are obtained to confirm receipt of items. Adheres to strict delivery schedules and time frames.
20%	Provides customer service and responds to mail-related inquiries in-person, on the phone, and via e-mail. Operates various types of electric and manual pallet jacks to transport supplies and incoming freight.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties as required within the scope of the classification.
TOTAL	100%

DUTY STATEMENT

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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