



POSITION DUTY STATEMENT

Division: Operations Division	Classification Title: 1780 Mailing Machines Operator II
Branch: Document Services Branch	Working Title: Mailing Machines Operator II
Unit: Outgoing Mail - Days	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 028-1780-001	CBID/Bargaining Unit: R04
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: Yes	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under the general direction of the Mailing Machines Supervisor (MMS) I, and in accordance with established Departmental procedures, the incumbent operates the most complex multi-function machinery. The job requires being reliable, responsible, dependable, and fulfilling obligations. Duties include, but are not limited to the following:	
Percentage and Essential/Marginal Functions:	
60%	Operation of Mailing Machine Duties (E) Maintain and operate a variety of mailing machines used to insert, seal, and affix postage to a large volume of outgoing mail. Perform mailing machine and job setup. Inspect and



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	assess workloads, envelopes and inserts for quality and suitability for processing and report to Mailing Machines Supervisor I if issues are discovered. Verify correct materials (mailing/return envelopes, inserts) are being used for workload. Load materials onto mailing machine. Operate, monitor, inspect, and adjust mailing machine to ensure optimal performance and accurate processing of workloads. Check production accuracy at stacker at end of the machine by verifying proper sealing, postage, mail date and address visibility. Dispose of trim from Trim Vac system. Monitor and refill envelope sealant reservoir. Monitor postage indicia print quality and replace postage meter ink cartridges if necessary. Maintain mailing machines by troubleshooting and resolving maintenance issues as they arise. Perform basic maintenance on mailing equipment as required, which includes the following: blow dust off machines; keep rollers clean, meters cleaned. Notifies Mailing Machines Supervisor I of mailing machine maintenance problems and malfunctions, job processing status and work order discrepancies. Maintain work areas in a clean, safe condition.
20%	Assist and Transport Mailing Materials Duties (E) Assist other Mailing Machines Operators by checking mail production accuracy located at stacker at the end of the mail machines, gathering mail, loading mail into mail trays, and lifting trays into mail cages, as needed. Use an electric and manual pallet jack to lift and move mailing materials from the storage area to mailing machines. Push flatbed and roll carts to transport workloads to mailing machines. Place completed mail into trays and transfer to mail cages. Affix tags to mail cages detailing workloads and counts. Transport mail cages to and from the mailing machine, staging area and dock.
10%	Knowledge and Communication (E) Maintain accurate, legible daily production operator logs and communicate the progress of workload batches to Mailing Machines Supervisor I. Apply knowledge of the current United States postal services rules and regulations to complete necessary internal and external documentation.
10%	Lead and Training Responsibilities/Other Duties (M) May act as a lead person in the absence of the Mailing Machines Supervisor I. Trains new operators on various mailing machines. Perform other duties as required.

Supervision Received: Reports directly to the first line Mailing Machines Supervisor I. This position is at the expert/specialist level in the series and will receive general supervision when being trained. Shortly



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after the initial training period, the work will become routine and subject to a minimum of continuous direct supervision.

Supervision Exercised and Staff Numbers: None.

Physical Requirements: Regularly lift and carry bulk mail and materials weighing up to 50 lbs. and transport materials using mail carts, mail cages, flatbed and roll carts with casters filled with mail that can weigh up to 100 lbs. Transport mailing materials on pallets using an electric and hand-powered pallet jack. Repetitive hand and body movement by loading materials onto mailing machine, lifting and moving stacks of envelopes off the stacker, placing them into mail trays and placing trays into mail cages.

Special Requirements: Requires 2-part medical and fingerprint clearances before hire.

Personal Contacts: Interacts with other Mailing Machines Operators and unit supervisor in person as needed. Interactions may be general or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE