MAIL PROCESSING OPERATOR 1

Nature of Work

Under immediate supervision, performs routine mail processing related tasks using automated equipment. Sorts and distributes incoming and outgoing mail for a large department or central mailing facility. Operates mailing machine equipment used for processing mail and/or operates automatic labeling and folding equipment. May be exposed to dangerous packages and/or mail. Performs related work as required.

Distinguishing Characteristics

At this level, the equipment being operated is less complicated and the tasks are, for the most part, routine in nature.

Examples of Work

Sorts and distributes incoming mail from the United States Postal Service (USPS) and other state departments/divisions.
X-rays incoming packages and notifies proper authorities of suspicious packages.
Processes outgoing mail as per the requirements of the external mail carriers (i.e. USPS).
Weighs items to be shipped and determines the most cost-effective method of shipping available.
Keeps a log of special mail items received and delivered.
Folds single sheet forms to be inserted into envelopes for mailing using automated equipment.
Labels envelopes with address labels for mailing using automated equipment.
Delivers mail between other mailrooms and division.
Interacts with users of mail services to answer questions, etc.
Inventories equipment and office supplies and reorders when necessary.
Sets up and operates a mail machine, labeller and folder.
Performs routine maintenance of equipment and cleaning duties of equipment and office space.
Notifies users when there is a problem and corrective action is required.
Performs higher level functions during staff shortages.
May enter data into a video display terminal, makes inquiries into the system, and runs mail reports.

Knowledge, Skills and Abilities

Knowledge of Department functions.
Ability to operate a variety of mailing-related equipment.
Ability to learn USPS regulations and mailing procedures.
Ability to lift heavy packages and bags.
Ability to maintain simple records.

MAIL PROCESSING OPERATOR 1   (CONT'D)

Knowledge, Skills and Abilities (cont'd)
  Ability to follow detailed oral and written instructions.
  Ability to train other employees in the operation of the work
    unit including equipment.
  Ability to establish and maintain effective working
    relationships with other workers and users.

Minimum Qualifications
  TRAINING   Graduation from a standard high school or the
    equivalent.

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