

8300
MAIL PROCESSING OPERATOR 2

Nature of Work

Under general supervision, performs complex mail processing related tasks using automated equipment. Operates automated inserting and bursting equipment used for processing mail. May perform functions of a Computer Operator 1 on a fill-in basis. Shift work and/or irregular hours may be required. Performs related work as required.

Distinguishing Characteristics

At this level, the equipment is more complex and the incumbents are, for the most part, responsible for planning their daily work schedules and job duties and users needs.

Examples of Work

Sets up and operates an inserter, folder, and burster.

Lifts heavy boxes.

Ensures the quality of the user documents through the stages of preparation; retrieves ripped or torn documents to return to user; refers to the proper authority for making corrections.

Maintains daily reports to document the number and type of jobs being prepared.

Trains new employees and co-workers in setting up and operating each piece of equipment and in completing the required reports and charts.

Logs jobs in and out; notifies users that data is ready for pick-up; handles the distribution and mailing of documents directly to the public.

Keeps records of all documents released from the area.

Identifies equipment malfunctions and notifies vendors of equipment problems; uses alternative resources to complete job on time.

Performs routine maintenance and cleaning duties of equipment and work space.

May performs supervisory duties during supervisor's absence.

Knowledge, Skills and Abilities

Knowledge of Department functions.

Knowledge of United State Postal Service regulations and mailing procedures.

Knowledge of the operation of the data processing unit.

Ability to lift heavy boxes/bags.

Ability to maintain records.

Ability to operate a variety of mailing-related equipment.

Ability to follow detailed oral and written instructions.

Ability to train other employees in the operation of the work unit.

Ability to establish and maintain effective working relationships with other workers and users.

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MAIL PROCESSING OPERATOR 2 (CONT'D)

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Six months of full-time or part-time equivalent paid experience in operating mail processing equipment.

Established: 3/21/96

Effective: 7/16/96