

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Mail Clerk

SERIES NO.:

1273

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

08/22/2004

SERIES PURPOSE:

The purpose of the mail clerk occupation is to process incoming & outgoing U.S. & inter-office mail.

At the lower levels, incumbents sort & deliver mail &/or operate x-ray equipment for detection of threatening or suspicious materials.

At the middle level, incumbents supervise mail clerk/messengers &/or mail clerk/screeners in the processing of mail.

At the higher level, incumbents manage all activities of assigned agency's mail center & supervise lower-level mail center supervisors &/or all mail center staff.

CLASS TITLE:

Mail Clerk/Messenger

CLASS NUMBER:

12731

PAY RANGE:

04

EFFECTIVE DATE:

08/22/2004

CLASS CONCEPT:

The first full performance level class works under immediate supervision & requires working knowledge of agency & federal postal regulations & procedures & skill in operation of mail postage equipment in order to open, sort, time stamp & deliver incoming &/or outgoing mail.

CLASS TITLE:

Mail Clerk/Screeners

CLASS NUMBER:

12732

PAY RANGE:

05

EFFECTIVE DATE:

08/22/2004

CLASS CONCEPT:

The second full performance class works under general supervision & requires considerable knowledge of agency & federal postal regulations, security policies for threat detection & follow up procedures & skill in operation of x-ray equipment in order to operate x-ray equipment to scan all incoming mail, parcels & packages for detection of potentially threatening or suspicious materials & follow specific emergency security procedures for notification of emergency response officials when hazardous situations arise to prevent injury to building occupants, mail recipients & property damage.

CLASS TITLE:

Mail Center Supervisor

CLASS NUMBER:

12735

PAY RANGE:

06

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under general supervision & requires considerable knowledge of agency & federal postal regulations & procedures in order to supervise mail clerk/messengers in processing of incoming & outgoing mail.

CLASS TITLE:

Mail Center Manager

CLASS NUMBER:

12736

PAY RANGE:

10

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of agency & federal postal regulations & procedures in order to manage all activities of large mail center of decentralized agency serving

multiple state agencies &/or other political jurisdictions or having multiple work units (e.g., delivery, metering & mail preparation) & having multiple mail delivery routes in & outside city in which mail center is located, supervise all mail center staff or lower-level mail center supervisors & oversee all agency mail operations to ensure compliance with state mail regulations & federal postal rules & procedures.

CLASS TITLE: Mail Clerk/Messenger	CLASS NUMBER: 12731	BARGAINING UNIT: 09
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EFFECTIVE DATE:
08/22/2004

PAY RANGE:
04

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process incoming &/or outgoing mail (e.g., sorts date & time stamps; opens; bundles; addresses; completes required documentation associated with special mail handling such as certified return receipts or receipts for insurance; ensures prompt handling of time sensitive documents that could have impact on revenue collection or legal notifications or delivery of checks or warrants) & delivers to appropriate office &/or picks up mail, parcels &/or messages.

Loads & unloads trucks &/or distributes contents to various offices/sections; prepares UPS or express letters or packages; maintains records of postage used &/or volume of mail; stuffs envelopes; inventories &/or distributes supplies; labels, folds &/or staples materials; photocopies materials; delivers &/or picks up documents, packages & materials; makes service calls &/or assists in repair &/or maintenance of machines.

Answers inquiries from other employees & general public regarding U.S. Postal regulations; explains postal procedures & requirements for insured, certified, foreign & other postal options; explains differences in postal rates & classes of mail (e.g., 1st class, 4th class, flatmail, presort); tracks lost or misdirected mail for agency staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & federal postal regulations & procedures*. Skill in operation of postage equipment*. Ability to sort items into categories according to established methods; understand mail room procedures; add, subtract multiply & divide whole numbers; read common English vocabulary; complete routine forms or records; answer routine inquiries from co-workers & general public; stand, walk or bend continuously; lift up to 40 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division & reading common English vocabulary; valid driver's license if position requires operation of vehicle to pick up or deliver mail.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to loud or constant noise from postage machines; may be required to work outside, exposed to weather; may be exposed to potentially violent residents in institutions.

CLASS TITLE: Mail Clerk/Screeners	CLASS NUMBER: 12732	BARGAINING UNIT: 09
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EFFECTIVE DATE:
08/22/2004

PAY RANGE:
05

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates x-ray equipment to scan all incoming mail, parcels & packages for detection of potentially threatening or suspicious materials (e.g., explosives, deadly inhalants, firearms &/or opens suspicious packages that are too large for x-ray equipment & physically inspects contents) & follows specific emergency security procedures for notification of emergency response officials when hazardous situations arise to prevent injury to building occupants, mail recipients & property damage.

Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process incoming &/or outgoing mail (e.g., sorts mail for most efficient handling; determines class of mail; sets postage meters; date & time stamps; opens; bundles; addresses; completes required documentation associated with special mail handling such as certified return receipts or receipts for insurance; ensures prompt handling of time sensitive documents that could have impact on revenue collection or legal notifications or delivery of checks/warrants) & delivers to appropriate office &/or picks up mail, parcels &/or messages.

Loads & unloads trucks &/or distributes contents to various offices/sections; sets up agency mail accounts & maintains daily records of mail processed for billing purposes; prepares UPS or express letters or packages; maintains records of postage used &/or volume of mail; stuffs envelopes; inventories &/or distributes supplies; labels, folds &/or staples materials; photocopies materials; delivers &/or picks up documents, packages & materials; makes service calls &/or assists in repair &/or maintenance of machines.

Answers inquiries from other employees & general public regarding U.S. Postal regulations; explains postal procedures & requirements for insured, certified, foreign & other postal options; explains differences in postal rates & classes of mail (e.g., 1st class, 4th class, flatmail, presort); tracks lost or misdirected mail for agency staff.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & federal postal regulations & procedures*; threat assessment procedures*; suspicious package profile*; emergency response notification procedures*. Skill in operation of postage equipment*; x-ray equipment* (e.g., Line Scan 208 Threat Assessment X-ray Machine). Ability to sort items into categories according to established methods; understand mail room procedures; recognize unusual or threatening situations & take appropriate action; add, subtract, multiply & divide whole numbers; read common English vocabulary; complete routine forms or records; answer routine inquiries from co-workers & general public; stand, walk or bend continuously; lift up to 40 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division & reading common English vocabulary; valid driver's license if position requires operation of vehicle to pick up or deliver mail.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to explosives, deadly inhalants or firearms; may be exposed to loud or constant noise from postage machines; may be required to work outside, exposed to weather.

<u>CLASS TITLE:</u> Mail Center Supervisor	<u>CLASS NUMBER:</u> 12735	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:
06/22/1990

PAY RANGE:
06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises unit of mail clerk/messengers in processing incoming & outgoing mail, assigns & reviews work, trains staff in work procedures &/or equipment operation, enforces United States Postal regulations & develops & implements mail center procedures.

Maintains mail center records & postage rates & writes reports; ensures proper maintenance of equipment; responds to inquiries regarding mail center procedures; oversees inventory, distribution &/or ordering of supplies; balances &/or reports balances of accounts.

Operates postage machines (e.g., postage scale, meter machine, inserter, opener) to process or hand processes incoming &/or outgoing mail (e.g., sorts; date & time stamps; opens; bundles; addresses; registers); delivers mail to appropriate office &/or picks up mail, parcels &/or messages; prepares UPS or express letters & packages.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & federal postal regulations & procedures; supervisory principles/techniques*; employee training & development*. Skill in operation of postage equipment. Ability to deal with problems involving several variables within familiar context; prepare & maintain accurate records; establish friendly atmosphere as supervisor of work unit; stand, walk or bend continuously.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in processing mail, applying U.S. Postal rules, regulations & rates & operating postage equipment; valid driver's license if position requires operation of vehicle to pick up or deliver mail.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to loud or constant noise from postage machines; may be required to work outside, exposed to weather.

<u>CLASS TITLE:</u> Mail Center Manager	<u>CLASS NUMBER:</u> 12736	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:
03/07/2004

PAY RANGE:
10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages all activities of large mail center of decentralized agency serving multiple state agencies &/or other political jurisdictions or having multiple work units (e.g., delivery, metering & mail preparation) & having multiple mail delivery routes in & outside city in which mail center is located & supervises all mail center staff or lower-level mail center supervisors, plans & coordinates all mail route schedules, ensures that all mail processing activity is carried out in accordance with United States Postal regulations, formulates & recommends changes to inter-departmental & inter-office mail policies & procedures, oversees compliance of mail operation in all state agencies with federal postal rules & state mail policies & procedures, implements new & cost saving ideas, identifies problem areas & creates or finds ways to streamline services offered, educates agencies on most efficient & cost effective methods of mail service, administers metering program for customers (e.g., issues agency account numbers; maintains records of meter usage; enters account information into computer to generate quarterly invoices) & administers presort mail program for customers (e.g., recruits customer participation; maintains all presort records & customer accounts; monitors program to identify if customer needs are being satisfied).

Liaisons between customers, vendors (e.g., presort mail companies) & post office; answers inquiries regarding inter-office mail policies, pre-sort & postal regulations, notifies customers of changes in postal regulations; maintains supply of postal handouts for customer distribution; serves as member of postal council; attends training & meetings regarding all new postal regulations.

Orders equipment & supplies (e.g., hampers, bags) for agency mail centers; maintains assigned vehicles for mail delivery (e.g., monitors mileage & expenses; schedules vehicle maintenance).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency & federal postal regulations & procedures; supervisory principles/techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare & maintain accurate records; gather, collate & classify information.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in processing mail, applying U.S. Postal rules, regulations & rates & operating postage equipment; 1 course or 3 mos. exp. in supervisory principles/ techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to constant noise from postage machines.