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| STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION | <u>CLASSIFICATION SERIES</u> Mail Clerk/Messenger | <u>SERIES NUMBER</u> 1273A |
| | <u>MAJOR AGENCIES</u> Auditor of State only | <u>EFFECTIVE</u> 06/05/2006 |

SERIES PURPOSE
The purpose of the Mail Clerk/Messenger series is to process incoming & outgoing U.S. & inter-office mail.

At the lower level, incumbents sort & deliver mail.

At the middle level, incumbents perform a variety of duties (e.g., process incoming & outgoing mail, deliver, pick up, move, load & carry mail, messages, office furniture &/or office equipment, receive & distribute stock & supplies to agency personnel, operate & maintain all vehicles to transport materials & equipment from one point to another on scheduled statewide or local route, systematically retain & dispose of agency records) for supervisor &/or agency staff in General Services Section only.

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

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| <u>CLASS TITLE</u> Mail Clerk/Messenger | <u>CLASS NUMBER</u> 12731A | <u>PAY RANGE</u> 04 | <u>EFFECTIVE</u> 06/05/2006 |
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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.

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| <u>CLASS TITLE</u> General Services Specialist | <u>CLASS NUMBER</u> 12732A | <u>PAY RANGE</u> 27 | <u>EFFECTIVE</u> 06/05/2006 |
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CLASS CONCEPT
The second full performance level class works under general supervision & requires working knowledge of General Services Section & federal postal regulations & procedures in order to open, sort, stamp & deliver incoming &/or outgoing mail, pick-up, move &/or deliver office furniture & office equipment, receive & distribute stock & supplies in one -person storeroom or in large central warehouse, transport materials & equipment, collect & prepare recyclable materials for pick-up, perform minor maintenance or schedule vehicles for maintenance (e.g., change gas, oil, &/or tires; change &/or maintain battery; wash vehicles), produce basic (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) material (e.g., correspondence, reports, charts, tables, forms, lists, labels).

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| <u>CLASS TITLE</u> Mail Center Supervisor | <u>CLASS NUMBER</u> 12735A | <u>PAY RANGE</u> 08 | <u>EFFECTIVE</u> 06/05/2006 |
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CLASS CONCEPT
The supervisory level class works under general supervision & requires considerable knowledge of agency & general services section & federal postal regulations & procedures in order to supervise mail center staff in processing of incoming & outgoing mail, move office furniture & office equipment, receive & distribute stock & supplies in one-person storeroom or in large central warehouse, transport materials & equipment, perform minor maintenance or schedule vehicles for maintenance (e.g., change gas, oil, &/or tires, change &/or maintain battery, wash vehicles), produce basic (i.e., simple, repetitive data which does not involve establishment of document formats or correction of punctuation or grammar) material (e.g., correspondence, reports, charts, tables, forms, lists, labels).

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
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| Mail Clerk/Messenger | 12731A | 50 | 06/05/2006 | 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 coworkers & 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.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-----------------------------|---------------------|--------------|------------------|------------------|
| General Services Specialist | 12732A | 50 | 06/05/2006 | 27 |

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.)

In General Services Section, operates postage machines (e.g., postage scale; meter machine; Inserter; opener) to process or manually process (e.g., sorts; dates & time stamps; opens; bundles; addresses; registers &/or delivers) incoming &/or outgoing mail to appropriate office &/or picks up mail, parcels &/or messages, prepares ups or express letters or packages, receives & distributes stock, supplies &/or equipment in one-person storeroom (i.e., storeroom with no other employees, including supervisory personnel) or in large central warehouse, collects & prepares recyclable materials for pick-up, reviews invoices, purchase order codes &/or packing slips to ensure correctness of items & to ensure delivery of accurate quantities, inspects stock for damage & expiration date if applicable, unloads stock, fills orders, delivers stock & stores appropriately, orders supplies &/or equipment, loads & unloads vehicles & picks up, moves &/or delivers various materials (e.g., furniture; equipment; packages; record boxes) on scheduled local or statewide route, performs minor maintenance or schedules vehicle for maintenance (e.g., change gas, oil &/or tires; change &/or maintain battery; wash vehicles), maintains inventory of office furniture, equipment, supplies & master records; rotates stock for efficient storage; cleans & organizes storeroom; maintains accurate inventory records; proofreads final material for accuracy & completeness.

Performs clerical duties (e.g., answers telephone; screens or refers calls & takes messages; sorts & distributes mail; updates & maintains filing system; operates calculator &/or adding machine; maintains record of completed work &/or miscellaneous logs; operates typewriter & word processing equipment & software to produce basic material (e.g., correspondence; reports; charts; tables; forms; lists; labels); enters data to formatted screen to update files & produce letters & proofreads final material for accuracy & completeness).

MAJOR WORKER CHARACTERISTICS:

Knowledge of general services policies & procedures*; federal postal regulations & procedures*; inventory control; arithmetic to include addition, subtraction, multiplication, division, fractions & percentages; public relations. Skill in operation of postage equipment*; operation of motor vehicles used for pick up & delivery, word processing equipment & typewriter keyboard; word processing techniques & procedures*; computer entry*. Ability to sort items into categories according to established methods; arrange items in numerical or alphabetical order; carry out instructions in written, oral or picture form; read short sentences with concrete vocabulary; apply principles to solve practical, everyday problems; gather, collate & classify information about data, people or things; prepare meaningful, concise & accurate reports; accurately complete routine forms & records; read, copy & record figures precisely; deal with problems involving several variables; handle routine telephone &/or face to face contacts; stand, sit, walk or bend continuously; move limbs/fingers easily to perform manual functions repeatedly; lift up to 40 lbs. (e.g., boxes of paper, files).

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages; formal education in reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. In inventory control; 1 course or 3 mos. exp. in using word processing equipment & related software; 1 course or 3 mos. exp. In public relations; demonstrate ability to lift up to 40 lbs; valid driver's license;

-or 18 mos. as a mail/clerk messenger;

-or equivalent evidence of the minimum class qualifications noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to work outside; exposed to weather variations; may be required to work overtime; may be required travel; required to sit or stand for long periods of time.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|------------------------|---------------------|--------------|------------------|------------------|
| Mail Center Supervisor | 12735A | 50 | 06/05/2006 | 08 |

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 center staff 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, conduct employee performance reviews, monitors flow of work through section, ensures timely processing of mail & documents

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 24 mos. as a General Services Specialist, 12732A;

-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 required to work outside; exposed to weather variations; may be required to work overtime; may be required travel; required to sit or stand for long periods of time.