

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Automated Mail Processor

Class Code: 20412
Pay Grade: GC

A. Purpose:

Processes incoming and outgoing mail with the use of automated postal machines to ensure mail is sent to the proper destination.

B. Distinguishing Feature:

The Automated Mail Processor processes mail with the use of automated mail equipment. The Mail Processor processes and distributes incoming and outgoing mail for state agencies and campuses.

The Lead Mail Processor oversees the processing of incoming and outgoing mail, maintains the postal accounts, and acts as the lead worker over other mail personnel.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Processes incoming mail to ensure distribution to proper destination.
 - a. Sorts incoming mail into sorting bins by zip code, department, agency, or destination.
 - b. Picks up mail from the federal post office.
 - c. Picks up mail from state agencies and campuses and brings to central mail for processing.
2. Processes outgoing mail to ensure distribution to proper destination.
 - a. Sorts outgoing mail by zip code or destination.
 - b. Delivers mail to federal post office.
 - c. Delivers mail to state agencies and campuses.
 - d. Weighs letters, flats, and packages and affixes proper postage.
3. Operates an optical character reader/bar coder (OCR) and inserter machine to process mail.
 - a. Selects program schemes on the OCR computer for the appropriate mail class.
 - b. Monitors computer and equipment for processing.
 - c. Ensures ink jets are cleaned and primed on the OCR to meet postal regulations.
4. Processes certified, registered, insured, UPS, and Federal express mail by ensuring information is obtained for proper mailing.
 - a. Signs for incoming certified, registered, insured, and express mail.
 - b. Records addressee, sender, and date information.
 - c. Obtains addressee's signature.
 - d. Completes certified, registered, insured, and express mail slips for patrons.
 - e. Weighs packages and determines amount of postage.
 - f. Initiates tracing of letters and packages when return cards have not been received.
5. Assists state agencies and the public by answering postal questions.
 - a. Answers phones and routes phone calls.

- b. Assigns post office boxes to students, staff, and offices.
- c. Sells postage stamps to patrons.
- d. Answers questions about postal rules and regulations.

6. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise.

E. Challenges and Problems:

Challenges include continually changing postal regulations, determining failure of a mail piece on the OCR, processing mail within time constraints, and monitoring the equipment.

Problems include addresses and layouts not meeting postal requirements, obtaining proper billing codes from agencies, breakdown of equipment, and agencies bringing late mail.

F. Decision-making Authority:

Decisions include determining proper mail classification, proper scheme required for mail class, mail meeting the proper postal requirements, metering and postage required for mail as established by state and federal regulations, and priority of jobs.

Decisions referred are purchasing of stamps and postage for meter machines, changing policy, assigning duties and work schedules, and arranging for the repair of equipment.

G. Contact with Others:

Incumbent has daily contact with state employees regarding receiving and delivery of mail and answering questions about mailing procedures. The incumbent has occasional contact with the general public in serving their postal needs, and with the U.S. Postal Service regarding changes in postal rates and policies.

H. Working Conditions:

This position typically requires standing for extended periods of time and lifting up to 75 pounds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- arithmetic to add, subtract, multiply, and divide;
- numeric, alphabetical and chronological sequences;
- computer operation and software use.

Ability to:

- understand and apply written instructions;
- communicate information clearly and concisely;
- sort mail numerically, alphabetically, and chronologically;

- lift approximately 75 pounds repeatedly;
- interpret and follow United States Postal Services regulations and provide information to the public about United States Postal Services regulations content.

License:

Must possess or be able to obtain a commercial driver's license (CDL).