

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

COMPUTER MAILING MACHINE OPERATOR I

Position Code: K1971

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, operates a sophisticated computerized inserting and mailing machine to prepare mass mailings; cleans and makes minor equipment adjustments; maintains related records.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Operates computerized mailing machines to burst, fold and insert materials into envelopes and affix proper postage for mass mailings.
2. Performs machine set-up for various jobs runs; makes minor mechanical repairs and adjustments to mailing machines and performs routine maintenance to assure optimum working order or to correct machine malfunction.
3. Monitors machine operations during production mail processing and corrects routine operating problems or machine halts.
4. Maintains necessary records and logs pertinent to machine operations.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school or six months of experience in the operation, adjustment and care of computer inserting/ mailing equipment, inserter machines, folding machines or similar equipment.

Knowledge, Skills and Abilities

Requires elementary knowledge of office practices and procedures.
Requires elementary knowledge of office machine operations.
Requires ability to follow direct oral or written instructions.
Requires ability to make minor machine adjustments and repairs.
Requires ability to keep simple records.
Requires ability to function in a production-oriented and noisy environment.
Requires physical condition sufficient to operate machinery and handle bulk mailing materials.

COMPUTER MAIL MACHINE OPERATOR I (Continued)

Requires mechanical aptitude.

Approved by the Secretary of State Merit Commission - September 10, 1985
Effective - September 16, 1985