

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

COMPUTER MAILING MACHINE OPERATOR II

Position Code: K1972

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, as a lead operator, plans, coordinates and oversees the operation of computer inserting and mailing machines to prepare mass mailings; performs difficult machine adjustments and minor repairs; prepares reports on machine operations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. As lead operator, plans, coordinates and oversees the work of computer inserting and mailing machine operators.
2. Operates computerized mailing machines to burst, fold and insert materials into envelopes and affix proper postage for mass mailings.
3. Makes difficult adjustments or minor repairs on computer inserting/ mailing equipment; contacts vendor for major repair; troubleshoots machine operations to reduce machine downtime to assure optimum efficiency.
4. Compiles difficult reports on computer inserting/ mailing machine production.
5. Trains new operators in the operation of computer inserting/ mailing machine equipment; assures that mailing materials are available for continuous workflow.
6. 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 and one year 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 extensive knowledge and skill in the operation, adjustment and care of variety of inserting, folding or computerized inserting/ mailing machines.

Requires working knowledge of modern office procedures, practices and equipment.

Requires ability to plan, coordinate and oversee the work of a group of employees.

Requires ability to estimate the operating needs of a machine operations unit.

COMPUTER MAIL MACHINE OPERATOR II (Continued)

Requires ability to prepare and maintain clear and concise records and reports.

Requires ability to maintain satisfactory working relationships with users, employees and external vendors.

Requires ability to function in a production-oriented and noisy environment.

Requires ability to maintain safety conditions in the work area.

Requires mechanical aptitude.

Requires physical condition sufficient to operate machinery and handle bulk mailing materials.

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

Effective - September 16, 1985