

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

INTERMITTENT COMPUTER MAILING MACHINE OPERATOR

Class Code: K4080

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, on an intermittent basis for a period not to exceed 1,500 hours or less than 800 hours per twelve-month period, 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.

INTERMITTENT COMPUTER MAILING MACHINE OPERATOR (Continued)

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.
- Requires mechanical aptitude.

Approved by the Secretary of State Merit Commission – March 12, 2003

Effective – April 1, 2003

EXAMINATION INFORMATION

Tests and Weights: Written Examination, 100%

Knowledge, Skills and Abilities Tested: Name and Number Checking
Reading Comprehension and Reasoning
Filing and Alphabetizing
Arithmetic
Work Relations/Public Relations
Mechanical Comprehension
Spelling
Vocabulary/Word Meanings
Records and Reports

Length of Eligibility: 1 year