

MAILING EQUIPMENT OPERATOR/EXPEDITOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3015	Mailing Equipment Operator/Expeditor I	14	214	6 mo.	06/26/98
2898(3015)	Mailing Equipment Operator/Expeditor II	14	214	6 mo.	06/26/98
1748(3015)	Mailing Equipment Operator/Expeditor III	14	214	6 mo.	06/26/98

Promotional Line: 183

Series Narrative

Mailing Equipment Operators/Expeditors are located within a mailing service operation and perform duties directly related and essential to the processing and routing of mail. Positions classified within this series generally set up, operate, and adjust a variety of mailing service equipment and engage in other activities, such as sorting, posting, and routing (bagging) mail in accordance with current federal postal system rules and regulations.

The characteristic functions of Mailing Equipment Operators/Expeditors are:

--sets up, operates, and makes operational adjustments to and minor repairs on mailing service equipment (such as high speed addressographs, graphotypes, inserting machines, automatic postage meters, and ancillary equipment such as collators and high speed folding machines)

--analyzes the cause of equipment malfunctions and makes corrective operational adjustments or minor repairs to allow continuance of operations

--maintains mailing lists, i.e., correcting, adding, and deleting entries

--receives and organizes materials to be processed

--stuffs, sorts, determines proper postage and posts, bags, and performs other work necessary in the preparation of mail materials for distribution

--may supervise lower level staff and student personnel as assigned, and

--may pick up mail from campus department(s) and deliver to the United States Post Office.

Positions that are solely engaged in such activities as picking up and sorting of mail should not be assigned to this series.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Mailing Equipment Operator/Expeditor I **3015**

Employees at this level are either entry level employees in a large multi-purpose mailing operation who receive instruction in the operation and adjustment of the full range of mailing service equipment and postal

rules, procedures, and regulations or employees in smaller mailing service operations whose duties are primarily limited to the set up, operation, and adjustment of a limited variety of mailing service equipment and do not require a knowledge of postal rules, procedures, and regulations.

Level II: Mailing Equipment Operator/Expeditor II 2898(3015)

Employees at this level in large multi-purpose mailing service operations set-up, operate, and adjust or perform routine maintenance of mailing equipment, and adjust postage, post, bag, and perform other related duties requiring an extensive knowledge of federal postal rules and regulations.

Positions at this level may also occur in smaller mailing service operations. In these operations positions may be properly assigned to this level even though the wide variety and complexity of equipment and activities are not present if a position includes responsibility for such activities as establishing work schedules for the unit, directing other employees' mailing service activities, determining that the work produced meets postal rules and regulations, ordering material necessary to meet unit's needs, and maintaining up-to-date mailing lists, etc., in addition to the operation of the mailing service equipment available.

Level III: Mailing Equipment Operator/Expeditor III 1748(3015)

Employees at this level are located in large multi-purpose mailing service operations and are either responsible for the daily physical operation of such a unit or responsible for the operation of complex equipment enabling the position to act as a technical support specialist in the area. This may include supervising positions at a lower level, coordinating production of numerous jobs, determining work operations necessary for proper completion of jobs, and maintaining records and mailing service equipment available.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Mailing Equipment Operator/Expeditor I 3015

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid State of Illinois driver's license if required by the employing institution

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. basic oral and written communications skills
2. mechanical aptitude
3. good vision

Level II: Mailing Equipment Operator/Expeditor II 2898(3015)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in the operation of equipment used in the preparation and processing of materials for mailing
2. possession of a valid State of Illinois driver's license if required by the employing institution

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of postal rules and regulations
2. ability to work in a computerized environment

Level III: Mailing Equipment Operator/Expeditor III 1748(3015)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience in the operation of equipment used in the preparation and processing of materials for mailing comparable to that at the II level
2. possession of a valid State of Illinois driver's license if required by the employing institution

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability
2. ability to work in a computerized environment

Mailing Equipment Operator/Expeditor I
Mailing Equipment Operator/Expeditor II
Mailing Equipment Operator/Expeditor III

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(REVISED)
(REVISED)