

COMMONWEALTH OF PENNSYLVANIA  
TREASURY DEPARTMENT

UNION POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A  
VACANCY EXISTS AS DETAILED BELOW

(1) Class Title: Mail Machine Operator I

(2) Class Code: T1100

(3) Office: Bureau of Support Services

(4) Pay Range: 4

(5)\*Last Day to apply for posted positions: 1/17/18

(6) Work Hours: 8:30am – 5:00pm

(7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf  
Director of Human Resources

1/9/18  
Date

ANYONE INTERESTED IN THIS POSITION, PLEASE APPLY TO  
ROOM 104, FINANCE BUILDING, NO LATER THAN THE CLOSE  
OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID  
FORM TO APPLY, WHICH CAN BE EMAILED TO  
[PBLANCH-FRIEDRICH@PATREASURY.GOV](mailto:PBLANCH-FRIEDRICH@PATREASURY.GOV).

## **Mail Machine Operator I**

Under supervision of the Mail Center Manager the machine operator performs a variety of duties related to a large scale mailing facility. The machine operator is responsible for computer software setup, machine set-up, inserting, presorting, tracking, reporting, distribution, and quality assurance of checks, bonds, and other security sensitive documents.

- Maintain air compressors that power machines including but not limited to turning them on and off every day.
- Pickup checks from Bureau of Information Technology, acknowledge receipt of, and transport to the Mail Center for processing.
- Inform Administrative Assistant II that material has arrived for processing
- Review mail processing form to determine which piece(s) of equipment and material are required to process each job.
- Select appropriate envelope style and calculate the total amount needed from storage to complete job.
- Maintain envelope room in good working order
- Complete machine operator section of mail processing form to its entirety and submit in appropriate bin after each job.
- Select appropriate tools to make adjustments to keep machines / equipment in good working order including but not limited to daily maintenance check list
- Report any software, equipment issues to supervisor immediately as well as documenting on appropriate mail processing form
- Pick-up, deliver, and load correct envelope into the appropriate machine
- Set-up and shut-down feeder folder, inserter, JetVision and meter equipment and software according to job specifications
- Load and process each tray according to provided USPS tray line
- Verify all machine counts match after processing each tray count
- Document machine count on provided card and submit tray for verification.
- Presort Non-Automated mail according to the U. S. Postal Service (USPS) regulations.
- Validate tray separations and insert tray distribution labels according to USPS regulations.
- Move Status in Peoplesoft software
- Transport USPS APC carts into secure storage closet for USPS staging
- Transport designated APC carts from storage and load onto USPS designated vehicles for delivery.
- Maintain dehumidifiers & air purifiers including but not limited to emptying the water reservoirs and changing air filters
- Maintain strapping machine
- Clean up production area after each job including but not limited to spray out dust from each piece of equipment, dispose of empty envelope boxes, return any unused envelopes to appropriate storage, as well as returning all unused material, and tools to appropriate area.
- Transport mail to the USPS, Business Mail Entry Unit's Dock at the Crook Hill Post Office.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to assign and coordinate mail pick-up and delivery activities.
- Ability to ensure that incoming and outgoing certified mail is properly prepared and delivered.
- Ability to ensure the postage machines and scales are properly maintained and calibrated
- Ability to prepare daily, weekly, and monthly postage reports.
- Ability to deliver mail and related materials as necessary.
- Ability to ensure the Mail Center is adequately stocked with mailing supplies and materials.
- Ability to deliver Hand Carries (envelopes and correspondence) within Capital Complex and its immediate outside area.
- Provide on-the-job training and guidance on mail machines and related mail activities.
- Ability to ensure that Divisions fleet vehicle is properly maintained and fueled.
- Perform other duties as required.
- Good judgment; professional discretion, integrity, and ethics.