



## UNION JOB DESCRIPTION

**TITLE: Mailroom Machine Operator – Inserter**

### DEFINITION:

Performs tasks operating mail room high volume bill inserter machine, laser printers and offset duplicating machines.

### DISTINGUISHING CHARACTERISTICS:

This position requires knowledge and/or skill with pay starting at Level II progressing to Level III. This position may include involvement in planning, scheduling, estimating, ordering supplies and providing input on the introduction of new machinery and production related advancements. This is a bid classification subject to CBA articles 6.2.5 and 6.2.7 where the District will select the successful candidate based on ability and personal qualifications.

### BASIC RESPONSIBILITIES:

1. Programs machine to insert bills, envelopes, inserts, comment cards and any other printed matter which may need to be inserted for mailing.
2. Sets up and operates postage meter to stamp postage and current date on outgoing bills. Sets up and monitors laser printer to produce customer bills.
3. Operates cutter and folder to produce finished materials for inserter.
4. Cleans, oils, adjusts and performs minor maintenance of inserter machine and folder.
5. Sorts, trays and delivers bills to the post office.
6. Restocks supplies on a daily basis.
7. Provides input with maintaining standards of inserted material. Does necessary related paper work.
8. This position may include ordering, stocking and maintaining inventory of supplies on a monthly/yearly basis.

### OTHER RESPONSIBILITIES:

1. Relief duties of micrographics technician, offset duplicator or mail specialists as necessary.
2. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS:

Knowledge of:

- Mechanical operation of machinery.
- Customer relations and phone techniques and skills.
- Related equipment including laser printers, photocopier, etc.

Ability to:

- Meet deadlines and production requirements.
- Follow written and oral instructions.
- Lift and move up to 55 lbs. on a daily basis. (Demonstrated)
- Interact and communicate effectively with co-workers, vendors and outside agencies as necessary to complete assignments.
- Operate bill inserter, folder and program bill inserter.
- Set up and operate postage meter.

MINIMUM QUALIFICATIONS: (continued)

These abilities and knowledge are usually obtained through:

Education/Experience:

- Minimum qualifications of Level II and III Offset Duplicator as defined in that job description.

OR

- Two years experience operating high volume billing inserter and associated equipment for billing process.

OR

- Three years experience operating high volume billing inserter and associated equipment for billing process in a back-up capacity.

License, Certification and/or Testing:

- Successful completion of an interview process.
- Valid Washington State Driver's License.
- Successful demonstration of ability to lift and move 55 lbs.

WORKING CONDITIONS:

- Work is performed primarily in an office environment.
- Travel is required to meetings and other locations in all types of weather conditions.
- Incumbents may be exposed to loud noises caused by machines in the print shop and to various chemicals related to printing and reproduction.
- Incumbents, on a daily basis must be able to lift, carry and move up to 55 lbs. and load and unload items out of District vehicles.