



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POSTAL TECHNICIAN I

Job Number: 20001632

Job Code: 90700V231016

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/01/1996

Job Revised: 10/16/2023

Grade: 10 Salary (MIN - MID):

\$15,438-\$23,157 - Hourly

\$2,508.68-\$3,763.02 - 37.5 Hr. Monthly Salary

\$2,675.92-\$4,013.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs routine postal processing within a state agency and operates postal equipment. Receives, sorts, and delivers incoming mail and picks up outgoing mail from designated mail stops and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under direct supervision, performs routine postal duties. Operates postal equipment (insert and presort equipment, joggers, folders, bursters and trimmers, electronic scales, postage meters, accounting systems, and shipping system). Receives and sorts all incoming mail for the agency. Picks up and delivers regular and messenger mail to the appropriate internal recipients. Picks up all outgoing mail from designated mail stops. Sorts and uses postage equipment as needed for weight, postage, and accounting systems. Maintain paper supply of printers in mailroom. Troubleshoots and resolves minor issues with mailroom machines such as clears jams in machines and makes slight adjustments to camera placement to read barcodes on the letters via the machine control panel. Escalates unresolved problems with mailroom equipment to higher level postal tech or supervisor. Sorts mail for delivery. Meets delivery schedule on assigned route(s). Picks up and processes outgoing mail. Accountable for proper use of accounts and classes of mail as well as handling sensitive client-related mail (checks, I.D. cards, laboratory samples, etc.). Assists postal customers on proper mailing and shipping procedures. Performs routine maintenance of postal equipment which may include cleaning, oiling, and minor adjustments and reports needed service to supervisory staff. Sets up equipment for various jobs and completes necessary documents (job tickets, meter logs, postal forms). Maintains organized work environment. Loads and unloads mail. May make deliveries to post office, state agencies, and Department of Treasury. Works on basic help desk tickets such as moving office furniture, delivering copier paper/toner, and delivery of office supplies.

UNIQUE PHYSICAL REQUIREMENTS:

Must have the ability to lift up to 70 pounds, move mail carts weighing up to 800 pounds, operate machinery which requires standing, walking and lifting above head.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title requires daily travel to pick up and deliver mail.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.