



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POSTAL TECHNICIAN II

Job Number: 20001633

Job Code: 90710V231016

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/01/1996

Job Revised: 10/16/2023

Grade: 11 Salary (MIN - MID):

\$16,984-\$25,476 - Hourly

\$2,759.90-\$4,139.86 - 37.5 Hr. Monthly Salary

\$2,943.90-\$4,415.84 - 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 postal processing within a state agency and oversees the maintenance and operation of postal equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of postal experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for one year of the required experience.

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.*

Performs complex postal services by overseeing the operation of electronic scales, stuffers, meters, and other postal equipment as needed for weight, postage, and accounting and shipping systems. Performs mail services such as setting up equipment for various types of jobs, maintains operator awareness of maintenance responsibilities, makes adjustments, performs minor repair should malfunctions occur, assists in the metering process, and prepares mail for processing. Oversees postal operations; provides expert mailroom services for the agency by addressing all escalated maintenance issues concerning mailroom equipment. Completes assigned help desk tickets and provides training and assistance to lower-level postal technicians. Performs general maintenance to equipment and troubleshoots equipment issues to restore mechanical function. Contacts vendor when leased mailroom equipment needs additional service from an outside maintenance technician. Handles requests for additional mail stops. Periodically updates contact list of current customers. Performs non-routine duties in operating postal equipment (inserts, presort bursting, trimming, folding, labeling, and electronic postage meters). May serve as lead operator or team lead of a carrier route. Checks account numbers for accuracy, proper classification of mail, affixes proper amount of postage using a remote electronic accounting system, getting mail ready for pickup or delivery to United States Post Office. Provides customer support by advising of available services in mail processing, proper mailing and shipping procedures, time frames required for processing. Investigates complaints of missing or lost mail, packages, and deliveries. Reviews postal processes and procedures and makes recommendations when necessary. Assists new postal technicians on operating equipment and mail routes. Operates postal equipment (inserts and presorts equipment, folders, bursters and trimmers, electronic scales, meters, accounting system, and shipping system). Sorts and processes mail. Delivers and picks up mail. Maintains equipment. Assists in formal training sessions for customer and others. Performs duties such as computing daily postage charges, compiling monthly billing charges, operating computer systems, maintaining various logs, etc. Contacts the United States Postal Services for interpretation of rules, regulations, and procedures. Responsible for maintaining an acceptable supply inventory (meter ink, tape and sealer, postal forms, envelopes, mail trays, tubs, and sleeves, etc.). Loads and unloads mail. Makes deliveries to post office. Assists lower-level technicians with minor issues with mailroom equipment including calibrations and setting changes. Escalates problems to Postal Tech III or higher when needed. Completes and assists other staff with basic questions regarding help desk tickets such as moving office furniture, delivering copier paper/toner, and delivering other office supplies. Act as supervisor in his/her absence. Assists with the interviewing process of new hires. Assists with the evaluation of employees.

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 are required to travel daily 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.