

## **MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs a variety of manual and clerical tasks related to the processing and delivery of mail and supplies and the provision of duplicating services. The work is performed under the general supervision of a higher level employee in accordance with well-defined procedures. Supervision over the work of others is not a responsibility of an employee in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Operates a variety of central services equipment including but not limited to high speed copiers, office copiers, mimeo machines, printers, stapling machines, binding machines, folding machines, envelope inserters, scales and postage machines;

Interprets duplicating requests;

Operates a light motor vehicle, such as a car or van, transporting supplies and mail as directed;

Operates a handcart, delivering mail to each county office and collecting mail at designated time;

Sorts mail by destination and zip code;

Performs a variety of routine manual tasks such as loading and unloading vehicles;

Dispenses stockroom supplies as directed;

Performs routine maintenance on central services equipment such as loading paper, cleaning glass and refilling ink;

Instructs personnel in proper mail and supply procedures;

Reads and records postage meter readings and maintains daily postage reports;

May utilize a personal computer to perform daily work;

Performs routine clerical tasks as required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the operation of mail processing and duplicating machines and associated equipment; good knowledge of the operation of a light motor vehicle, and related vehicle and traffic laws; working knowledge of the postaging and processing of mail; skill in the operation of central services equipment, ability to perform arithmetic computations; ability to understand and follow oral and written directions; ability, and willingness, to perform routine manual labor; ability to read addresses and sort mail quickly and accurately; clerical

aptitude; accuracy; honesty; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid or it's part-time equivalent clerical experience; **OR**
- B. Two (2) years of full-time paid or it's part-time equivalent clerical experience, **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: At the time of appointment, applicants must possess a valid New York State Driver license, Class D.

ULSTER COUNTY  
4110 MACH OP  
Classification: Competitive  
Grade: 8  
Union: CSEA

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