

SENIOR 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 direct supervision of the Assistant Director of Operations and the general supervision of the Director of Information Services in accordance with well-defined procedures. 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 copiers, printers, stapling machines, binders, folding machines, envelope inserters, scales and postage machines;

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

Operates a hand cart, delivering mail to each county office and collecting mail at designated time when necessary;

Sorts mail by destination and zip code;

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

Dispenses stockroom supplies;

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

Instructs county department personnel in proper mail and supply procedures;

Performs routine clerical tasks when necessary;

Reads and records postage meter readings.

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; good knowledge of the posting and processing of mail; skill in the operation of printing and copying; ability to perform arithmetic computations; ability to understand and follow oral and written directions; clerical aptitude; accuracy; honesty; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Senior Machine Operator

A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience; **OR**

B. Three (3) years of clerical experience.

Note: At time of appointment, applicants must possess a valid New York State Motor Vehicle Operator's license.

ULSTER COUNTY

6320 SR MACH OP

Classification: Competitive

Grade: 10

Union: CSEA

Adopted: November 20, 1986

Revised: October 27, 2014