Mail and Bindery Machine Operator

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for the operation of mail and bindery equipment for folding, binding, collating, labeling, and sorting job assignments. The incumbent performs routine and preventive maintenance on all mail and bindery equipment. This position reports directly to the Production Control Manager.

**Examples of Work Performed**
Assists with mechanical operations of mail and bindery equipment and performs routine and preventive maintenance.

Performs manual operations of mail and bindery equipment for folding, binding, collating, labeling, and sorting job assignments. Operates tabbers, addressing equipment, and computerized mailing software and hardware.

Ensures accuracy and quality of completed jobs.

Processes database, which may require the conversion of data to a usable format for labeling bulk mail. The incumbent sets up and operates a labeling machine that affixes labels for items to be mailed.

Possesses knowledge of postal codes and regulations. Prepares postal reports and certifies mailing for each job order.

Communicates with customers to ensure standards are met.

Assumes duties in the absence of the delivery clerk.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Operates mail and bindery equipment for folding, binding, collating, labeling, and sorting job assignments.
2. Performs preventive and routine maintenance of mail and bindery equipment.
3. Determines postage classes and processes mail as set forth by postal regulations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to assist in lifting up to approximately 70 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to stand and walk. The incumbent is occasionally required to sit; talk and hear; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Licensure:
Must have a valid driver’s license.

Background Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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