

STATE OF DELAWARE
SUPPLY, STORAGE AND DISTRIBUTION CLERK III;
SUPPLY, STORAGE AND DISTRIBUTION TECHNICIAN II

Government Support Services – Mail/Courier Services

PHYSICAL REQUIREMENTS

Job Title: SUPPLY, STORAGE AND DISTRIBUTION CLERK III
SUPPLY, STORAGE AND DISTRIBUTION TECHNICIAN II
Department: Office of Management and Budget
Division: Government Support Services – Mail/Courier Services
Class Codes: **TECH II: MAGA05**
CLERK III: MAGA03
BP #s: TECH II: 1884
CLERK III: 1881,1883, 1885, 1888, 1889, 1890, 2341,38624,38627

JOB DESCRIPTION: Supply, Storage and Distribution Clerks III and Supply, Storage and Distribution Technicians II are responsible for collecting, marking, sorting, stacking, preparing and distributing mail to various State facilities. Responsible for processing USPS outbound metered mail utilizing computerized postage machines and scales. Employees are responsible for affixing the correct USPS postage to envelopes, boxes and packages. Employees are responsible for possessing knowledge of USPS postage rates, classes of mail and proper rates for various classes of outbound USPS mail. Responsible for completing correct USPS required forms for certified and registered mail. Responsible for correctly weighing outbound USPS international mail ensuring correct postage is applied and out of country USPS forms are completed correctly. Responsible for generating daily mail piece count utilizing computerized data collection accounting systems; generating minor mail processed reports. Employees are responsible for delivery of employee payroll checks and documents and acquiring a live signature for tracking and verifications of deliveries. Employees are responsible for transporting of confidential court documents and files, controlled medical substances in locked containers, labor relations/workers' compensation files and DSP confidential mail/documents statewide. Employees are responsible for retaining all issued security access badges and keys ensuring access to state building utilizing security entrance clearance.

JOB SPECIFIC REQUIREMENTS: Must be able to follow directions and safely handle and move various containers/trays/bags of mail in an organized fashion without damaging the containers/trays/bags or the contents. Must be able to operate postage machines and scale to identifying and ensuring correct amount of postage is applied to each mail piece processed daily. Possess and maintain knowledge of USPS rules and regulations for delivery/courier guidelines and mailing procedures. Employees must be able to operate state issued mail cargo vans. Must be able to x-ray mail/package and identify abnormal contents on the displayed x-ray image; identify possible mail security issue and contact the proper security authorities; follow all mail center security procedures ensuring the safety of mail center/building employees.

JOB CLASSIFICATION: These jobs are classified as "medium" as they require exerting in excess of 50 pounds of force occasionally to move mail trays/bags/parcels, etc.

PHYSICAL JOB REQUIREMENTS: To receive consideration for this position all Supply, Storage and Distribution Clerk III and Supply, Storage and Distribution Technician II applicants for the Mail/Courier section of Government Support Services must be able to perform the following essential physical job functions daily:

- The physical ability to stand and or walk continuously.
- The physical ability to drive a state owned van or truck with automatic transmission for 5 hours or more.
- The physical ability to balance, bend, stoop, push and pull continuously.
- The physical ability to climb, crouch and work above the shoulders occasionally.
- The physical ability to kneel and crawl on rare occasions.
- The physical ability to use both hands for continuous grasping, fine manipulation and fingering (for example: to use a cell phone, computer, or scanner etc.).
- The physical ability to frequently lift up to 50 pound cartons/parcels/mailbags from the floor to above the waist while moving them from pick up points and loading them/unloading them into/from a van/truck; these same items will need to be lifted during the mail sorting processes.
- The physical ability to occasionally lift in excess of 50 pound cartons/parcels/mailbags from the floor to above the waist while moving them from pick up points and loading them/unloading them into/from a van/truck; these same items will need to be lifted during the mail sorting processes.
- Cartons weighing up to 50 pounds must frequently be carried distances up to 15 feet.
- Cartons weighing in excess of 50 pounds must occasionally be carried distances up to 15 feet.
- The physical ability to occasionally push/pull a loaded wheeled cart or hand truck with a weight up to 300 pounds a distance of 10' to 15' without assistance.
- The physical ability to work outdoors in all temperatures and weather conditions continuously moving between environmentally controlled areas and the outdoors.

CERTIFICATION

I hereby certify that I have read and understand the above physical requirements of the Supply, Storage and Distribution Clerk III and Supply, Storage and Distribution Technician II for the Government Support Services Mail/Courier Services. I have also been given the opportunity to ask any questions I may have regarding the physical demands required of this position. I further understand that if I am offered this position, I will be required to take a functional capabilities evaluation (FCE) to determine if I can safely perform the required tasks without risk to myself or others.

PRINTED NAME _____

SIGNATURE _____ DATE: _____