Title: Bulk Mail Operator

Pay Scale Group: 25

Essential Function

Set-up, operation and minor maintenance of labeling machine and 4-station letter inserter. Bundle and sack mail to meet USPS specifications. Coordinate scheduling of jobs through department.

Characteristic Duties

1. Set-up, operation and minor maintenance of Cheshire Labeler, Pitney-Bowes 4-station letter inserter.
2. Responsible for maintaining proper postage on meter and keeping accurate record of postage used.
3. Sort material that is labeled to meet requirements as specified by USPS for mail sorted as 3rd class mail.
4. Bundle and sack mail to meet USPS specifications.
5. Coordinate scheduling of jobs through departments in conjunction with jobs that are printed through U.C. Printing Services.
6. Advise customers of most effective method for material to be mailed.
7. Insure correct, timely customer billing.
8. Assist manager in compiling revenue and expense data.
10. May supervise student workers.
11. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school/GED diploma is required. One year experience in the set-up, maintenance, operation, and minor repair of labeling, inserting and other bulk mail equipment.

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An affirmative action/equal opportunity institution