



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POSTAL TECHNICIAN II

Job Number: 20001633

Job Code: 90710V161016

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 05/01/1996

Job Revised: 10/16/2016

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general supervision of a Postal Technician III or a first-line supervisor performs complex duties and postal processing within a state agency. May train new postal technicians and serve as lead operator or a team leader; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of postal experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. (<http://transportation.ky.gov/driver-licensing/>)

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides customer support by advising of available services in mail processing, proper mailing and shipping procedures, time frames required for processing and investigating complaints. Trains new postal technicians on operating equipment and mail routes. Operates postal equipment (inserts and presorts equipment, folders, bursters and trimmers, electronic scales, meters, accounting system and shipping system). Sorts and processes mail. Delivers and picks up mail. Maintains equipment. Serves as lead operator or team leader of carrier route. Assists in formal training sessions for customer and others. Performs duties such as computing daily postage charges, compiling monthly billing charges, operating computer systems, maintaining various logs, etc. Contacts the United States Postal Services for interpretation of rules, regulations and procedures. Responsible for maintaining an acceptable supply inventory (meter ink, tape and sealer, postal forms, envelopes, mail trays, tubs and sleeves, etc.). Loads and unloads mail. Makes deliveries to post office.

UNIQUE PHYSICAL REQUIREMENTS:

Must have the ability to lift up to 70 pounds, move mail carts weighing up to 800 pounds, operate machinery which requires standing, walking and lifting above head.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title are required to travel daily to pick up and deliver mail.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.