

# Missouri Department of Transportation

Code: R01159

Title: Senior Mail Center Operator

Exemption Status: Non-Exempt

Grade: 5

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## Job Description

<b>Effective Date</b>	01-01-2014
<b>Replaces (Effective Date)</b>	06-01-2010
<b>General Summary</b>	The senior mail center operator is responsible for shipping, receiving, sorting, and ensuring the delivery of department mail and packages. Responsibilities are performed under moderate supervision.
<b>Minimum/Required Qualifications</b>	High school diploma or GED/HiSET Two years of experience in mail processing operations. Successful completion of a range of motion examination and a medical-physical examination.
<b>Supervisory Responsibilities</b>	None
<b>Location</b>	Central Office - General Services
<b>Special Working Conditions/Job Characteristics</b>	Job requires heavy physical exertion and effort. Job requires exposure to moderately adverse and undesirable environmental conditions. Job may require operation of vehicles to plow snow and spread ice control materials.

## Examples of Work

- (1) Collects, sorts, routes, and distributes incoming and outgoing mail and packages.
- (2) Sorts mail for delivery based on established sorting procedures, separates mail by delivery destination, and places mailing labels on outgoing mail.
- (3) Prepares mail and packages for mailing by operating scales to determine the proper amount of postage and determining the proper method of mailing.
- (4) Operates computerized shipping and arrival programs and hand-held arrival device to obtain signature from recipient.
- (5) Discusses shipping alternatives with customers.
- (6) Operates department vehicle to pick up or deliver mail and packages.
- (7) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**