

ADDRESSING MACHINE TECHNICIAN

KIND OF WORK

Supervision of an addressing machine unit.

NATURE AND PURPOSE

An employee in this class is responsible for the operation of an addressing machine unit including development of procedures, training of machine operators and maintenance of production schedules. Work is supervised through the review of work methods and procedures and results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in the development of procedures and methods to make efficient use of equipment and materials.

Trains and supervises employees in the operation of graphotype and addressing machines.

Supervises the addressing of large amounts of mail.

Supervises use and maintenance of addressing machine plate files.

Adjusts machines when necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the use and operation of graphotype and addressing machines.

Addressing Machine Technician

Class Specification

Page 2

Ability to:

Ability to operate graphotype and addressing machines and to train other employees to operate them.

Ability to plan, assign and supervise the work of other employees.

Ability to keep records and write reports.

Est.:

Rev.: 11/30/60

Ckd.: 08/92

T.C.: 12/03/74; 03/21/77

Former Title(s): Addressing

Machine

Supervisor