

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. STORKPREC64R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) OFFICE OF SUPPORT SERVICES
4. Civil Service Position Code Description STOREKEEPER-E	10. Division PRINT AND MAIL MANAGEMENT
5. Working Title (What the agency calls the position) STOREKEEPER 5-6	11. Section MAILING SERVICES
6. Name and Position Code Description of Direct Supervisor BEGICK, CHRIS; STOREKEEPER SUPERVISOR-1	12. Unit PRESORTING & METERING UNIT
7. Name and Position Code Description of Second Level Supervisor SALYERS, AMANDA B; DEPARTMENTAL SUPERVISOR-3	13. Work Location (City and Address)/Hours of Work 7461 CROWNER DR., LANSING MI / M-F, 8:30 AM – 5:00 PM

14. General Summary of Function/Purpose of Position

This position performs various functions required to process outgoing U.S. Mail and small packages for state agencies, local units of governments, colleges and universities, and public schools.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 85

Employee processes U.S. Mail on high speed Mail Sorting Systems capable of reading multiple lines of an address, verifying that address in line, applying the correct USPS barcode, verifying the integrity of that barcode, and sorting the mail pieces into pre-loaded sort schemes.

Individual tasks related to the duty:

Operator

- Assist in running the computers and feeding mail into the machines. Responsible for preparing USPS documentation, monitoring mail for USPS qualification, performs quality control procedures to meet USPS acceptance standards.
- Cleans the equipment including the use of compressed air, maintains the area.

Sweeper

- Responsible for keeping sort bins (mail pockets) cleared of mail, placing the mail in properly marked mail trays, preparing trays for shipment to the USPS.
- Responsible for cleaning the ink-jet printers, checking the ink supply, blowing dust from the transport sections of the machine.
- Other duties include checking the mail for proper sorting/barcoding sleeving, strapping, and placing mail onto USPS approved shipping systems and assisting with other work as time permits.

Duty 2

General Summary:

Percentage: 5

Prepare packages for shipment.

Individual tasks related to the duty:

- Receive packages from PMM's customers and prepare them to be shipped via the State of Michigan's current shipping vendor.
- Log packages into the shipping vendors software by way of typing so that packages can be processed by the vendor and so the customers can be billed for both the shipping charges and PMM's handling fees.
- Stack packages onto shipping containers so that packages are not damaged.
- Identify shipping supplies necessary to ship packages and inform supervisor of supplies that need to be ordered.

Duty 3

General Summary:

Percentage: 5

Operate meter machines in the Metering Unit for processing of outgoing U.S. Mail.

Individual tasks related to the duty:

- Separate, weigh, and apply correct postage to various sized envelopes and all types of mailers. i.e., cards, letters, flats, parcels, and accountable mail pieces.
- Operate electronic mail machines and scales.
- Determine the most cost-effective method of mailing articles by identifying mail pieces that qualify for presorted postal discounts.
- Follows quality controls by monitoring the mail for correct amount of postage, properly sealing, addressing, by fanning finished mail and other means outlined by supervision.

Duty 4

General Summary:

Percentage: 5

Provide backup to all units as necessary for processing customer mailings. Operates tying machines, electronic scales, counting scales, tabbing equipment, electronic staplers, folders, and other processing equipment needed to complete the mail preparation process. Other duties as assigned by supervisor, performing related work appropriate to the classification assigned.

Individual tasks related to the duty:

- Assist in other areas of the unit for staff shortages.
- Clean up of work area.
- Restocking of materials.
- May operate a motor vehicle, forklift, or other material handling equipment to facilitate the movement of materials.
- Regularly complies with assignments as identified by the agency and accepted by Civil Service.
- Performs related work appropriate to the classification assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Identify and process work according to established Service Level Agreements and managements direction. Failure to complete this task can result in mailing deadlines being missed.

17. Describe the types of decisions that require the supervisor's review.

Supervisory review and/or assistance are required when equipment problems develop, mail is not reading well and instructions are not clear.

Supervisor will approve all supply orders.

Supervisor will approve all service calls.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Long periods of continuous standing, twisting, lifting of letter and flat trays, boxes (parcel post could exceed 50lbs), pushing of mail tubs, all-purpose carts (APC's), bending, twisting, etc.

Paper dust, fluctuations in temperature and work hazards such as skids, etc. on the work floor.

Dealing with schedules, deadlines, and other time related constraints.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| ☐ N | Complete and sign service ratings. | ☐ N | Assign work. |
| ☐ N | Provide formal written counseling. | ☐ N | Approve work. |
| ☐ N | Approve leave requests. | ☐ N | Review work. |
| ☐ N | Approve time and attendance. | ☐ N | Provide guidance on work methods. |
| ☐ N | Orally reprimand. | ☐ N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Prepare and process outgoing U.S. Mail by means of automated equipment for all state agencies in the Lansing area, local units of governments, colleges and universities as well as public schools. This is done in order to qualify mail for postage discounts available from the U.S. Post Office. Process small packages for shipment using small package equipment. Process mail by means of mail metering equipment.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

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25. What is the function of the work area and how does this position fit into that function?

The function of this work area is to perform the various mail finishing processes required to place mail into the U.S. Post Office mail system, as well as process small packages via the vendor's small package tracking system.

These processes include but are not limited to processing packages, sometimes in excess of 50 lbs., weighing, metering and presorting U.S. Mail.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper 5

No specific type or amount is required.

Storekeeper E6

One year of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have the ability to stand for long periods of time, bend, twist, and reach as well as have the ability to lift packages, letter trays, and flat tubs that may exceed 50lbs.

Basic computer, math and reading skills

CERTIFICATES, LICENSES, REGISTRATIONS:

FTINPRINT sub-class code. The position has access to Federal Tax Information (FTI).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

STACI ERICKSON

7/27/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date