

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. STORKPRE
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## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>  STOREKEEPER-E	<b>8. Department/Agency</b>  LEO-LABOR AND ECONOMIC OPPORTUNITY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>  Unemployment Insurance Agency
<b>4. Civil Service Position Code Description</b>  STOREKEEPER-E	<b>10. Division</b>  Agency Services
<b>5. Working Title (What the agency calls the position)</b>  Storekeeper 5-E6	<b>11. Section</b>  Multi Service Center
<b>6. Name and Position Code Description of Direct Supervisor</b>  Ahlem Diomande DEPARTMENTAL MANAGER-2	<b>12. Unit</b>  Mail & Scan Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>  Britton Mailand STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b>  9023 Joseph Campau, Hamtramck, MI 48212 / Monday-Friday 7:00 am – 4:00 pm

**14. General Summary of Function/Purpose of Position**

This position requires the storekeeper to pick up, sort, and deliver UI internal and external mail, as well as various equipment to and from the Cadillac Place Building. The duties include processing USPS, special delivery, certified and registered mail, and delivering items to the post office. The storekeepers will also be responsible for processing UPS mail and packages.

Additionally, this position is to produce digital documents of incoming new, retention, address changes documents.

**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: 25**

Perform all batch preparation work required on UIA mail and form documents before scanning. Batch documents and scan per application index and checks quality throughout the process.

**Individual tasks related to the duty:**

- Receipt of claimant mail and agency file documents.
- Open using electronic letter opener.
- Analyze mail or file document to create proper scan batches.
- Batch, scan and adhere to high quality control standards to ensure clear scans.
- Operate Kodak i1860 scanner using IScanplus, Icapture, & FileNet applications.
- Scan documents for indexing and forward to correct unit for processing and or FileNet to archive.
- Convert hard copy archive documents into electronic files through use of various software programs.

**Duty 2**

**General Summary:**

**Percentage: 40**

Pick up the mail in the morning at Milwaukee USPS and DTMB mailroom and bring it to the office mailroom for processing. Ensure that letters and packages are accurately delivered to the appropriate division.

**Individual tasks related to the duty:**

- Pick up mail from USPS and DTMB mail room.
- Sort mail by location and bundle for same unit with a rubber band.
- Deliver by cart mail bundles to each location within Cadillac Place building.
- Deliver interdepartmental and other internal mail to each location within Cadillac Place.
- Pick up outgoing USPS and interdepartmental mail.
- Weigh and attach postage using mailing meter machine.
- Validates mail meets size requirements to mail special rate.
- Record postage meter reading each day and ensure there is enough postage for routine outgoing mail.
- Request approval to add additional postage and updates to the meter machine.
- Receive and sign for all UPS, special mail for UI and deliver to appropriate unit same day or contact addressee to pick up the unit's special mail.
- Assist all staff to complete proper mail forms and arrange for courier service to pick up and delivery packages.
- Maintain adequate supplies in the mailroom.
- Maintain an inventory of supplies such as shipping envelope, boxes, tape, scissors, markers, stickers, and shipping labels.
- Order supplies via SOM Staples contract.
- Replenish supply of post office forms such as certified mail, bulk mail, return receipts for both USPS and UPS.
- Provide UPS postage via internet UPS sign and packing labels.
- Have all units sign and date receipt of their special mail.
- Provide courier services delivery of materials to UIA Offices (use state vehicle) as needed.
- Deliver all outgoing mail to US Postal service for mailing by 3pm.

**Duty 3****General Summary:****Percentage:** 30

Process UIA mail

**Individual tasks related to the duty:**

- Provide daily mail incoming report for returns and delivery mail.
- Open all returned mail and sort by identifying forwarding addresses and non-forwarding.
- Bundle all returned Tax mail with forwarding addresses.
- Scan all benefits returned mail.
- Contact vendor to rotate out filled recycle bins.

**Duty 4****General Summary:****Percentage** 5

Other Duties as Assigned

**Individual tasks related to the duty:**

- Assist the Agency Services Support team with picking up and delivering equipment to and from the Cadillac Place and peripheral offices
- Other duties as assigned

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

Adherence to quality control standards. Institute procedures for completing projects that are not of the ordinary nature.

Responding to customers regarding their request if more information is needed, answer questions relating to jobs requests and or orders to fill.

Work with service vendors regarding maintenance issues on equipment.

Initiate restocking requisitions.

Work with the Work Distribution Center in Grand Rapids should they need assistance with batching and scanning of documents and request lower-level operator to assist.

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

Setting of job priorities when staffing and workload exceeds the capacity of the area.

**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.**

Heavy lifting and contact with hazardous chemicals along with noise and air pollution.

**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):**

<input type="checkbox"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?**

N/A.

**23. What are the essential functions of this position?**

Process internal and external mail as well as scan documents for retention.

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

Assist the publishing and distribution unit and Agency Services Support team as needed.

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

The mail/scan unit is an internal mailing operation serving the Unemployment Insurance Agency's Cadillac Place and peripheral offices. Services include scanning and mail distribution.

**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:**

Knowledge of the operation, adjustment and maintenance of the equipment operated.

Ability to operate machines and related equipment to produce the desired results.

Ability to make minor repairs and adjustments to machines.

Ability to operate motor vehicles, forklifts, or other material handling equipment.

Ability to shelve, store and distribute materials.

Ability to operate and enter information in a computerized inventory system, if available.

Ability to perform simple arithmetic calculations.

Ability to follow instructions.

**CERTIFICATES, LICENSES,**

**REGISTRATIONS:**

Required possession of valid driver's license issued by the Secretary of State.

*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.

None.

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

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.*

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Employee

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Date