Addressing Operator

JOB PURPOSE:
Sets up, operates and maintains various addressing and associated equipment to process high volume mailings. Performs duties related to printing and mailing operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Sets up and operates commercial high volume addressing equipment.
Troubleshoots and makes adjustments to equipment.
Utilizes image processing software to define layout, design, graphics, etc.
Converts data into digital job file for production.
Prepares and corrects data files used in mailing software for the purpose of CASS (Coding Accuracy Support System) and NCOA (National Change of Address) certifying per USPS regulations.
Interacts with internal and external clients regarding mailings, type of service, deadlines, data files and problems with products to be mailed. Notifies customer of non-mailable items and issues with mailing lists. Advises customers on alternate methods and designs and proper formatting of electronic mailing lists.
Provides training to helpers and co-workers on mailing procedures and equipment operation.
Performs routine maintenance and servicing of equipment. Maintains records, logs and equipment specifications.
Operates various bindery and other production equipment such as: collator/stitcher, folders, cutters, inserters, power fork truck, pallet jack, departmental delivery truck, etc.
Delivers skids of mail to post office and picks up supplies as needed.
Makes deliveries to campus destinations when needed.
Performs other tasks and duties within department as needed and directed.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of USPS regulations.
Knowledge of printing, bindery and digital duplicating equipment and processes.
Ability to operate a personal computer and utilize image processing software, mailing software, database, spreadsheet, electronic mail, word processing and other related office software programs.

Ability to operate and maintain addressing, bindery and other production equipment.

Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:

Education/Experience: High school diploma or GED. Three years experience that encompasses addressing/mailing operations, bindery operations, working with postal regulations/mailings and office software (database, spreadsheet, imaging, electronic mail, etc.)

Licenses/certifications: Valid chauffeurs driver’s license with ability to be insured by Indiana University. May require current Printpro certification or ability to be certified on Printpro addressing system within six (6) months of hire. Ability to obtain fork lift operator certification.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 60 lbs. multiple times per shift, fingerling, talking, hearing, and seeing.

WORKING CONDITIONS:

Most time spent indoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.