

**PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description**

Job Title: **Production Aide**

Location: **Printing & Distribution Department**
 PSEA Headquarters Building, Harrisburg

Salary: **\$46,547**

Job Definition

This is production equipment operations and assorted manual and clerical work in support of production operations at Association Headquarters. Work involves a variety of postal, printing, and distribution tasks performed according to pre-determined daily priorities and work schedule following detailed procedures for each work process. Employees assist the supervisors, between postal and print operations, in processing, transporting, and distributing all incoming and outgoing mail and parcels; and in performing the internal printing, production, assembly, binding, finishing, and distribution of published materials. Work requires the use of varied manual and electronic equipment associated with postal and print operations, as the employees rotate between the printing and mailing areas. Tasks frequently involve moving and lifting heavy materials, supplies, and boxes.

Responsibility Summary

Mail Operations

1. Picks up mail from the US Post Office each business day morning, sorts all pieces by division/office, and delivers it to the appropriate location.
2. Sorts and slots business reply envelopes, returns to the proper division/office, and counts and logs if necessary.
3. Receives overnight deliveries (e.g., FedEx, UPS, Dasher, etc.), logs each delivery, and distributes item(s) to the addressee.
4. Collects outgoing US mail, inter-office mail, and UPS boxes throughout Association Headquarters twice daily. Sorts all Inter-office mail and redelivers item(s) to the proper division/office.
5. Prepares outgoing boxes for UPS including boxing, packing, and taping.
6. Processes United States Postal Service out-going mail (via postage meter) and boxes for UPS (via computer system) and applies it to the appropriate accounts.

7. Receives incoming deliveries, including the daily office supplies, from vendors including copy paper, envelopes, forms, brochures, and other supplies and coordinates the storing of the materials in the storage area.
8. Takes deposits to the banks on a daily basis.
9. Slots various materials to Association Headquarters, Field Staff, and Board members as requested by staff.
10. Delivers copy paper and envelopes to departments as requested by Headquarters staff.
11. Runs errands (pick-up and delivery) as requested, including going to the State Capitol, Harrisburg Stamp, Deb-Kay, attorneys' offices, Southern Region Field office, off-site storage units, etc.
12. Transports and deposits bulk mailings and certified mail pieces to the Post Office.
13. Coordinates and transports materials for several Association conferences including Minority Leadership Training, Collective Bargaining, Political Institute, EA House of Delegates, ESP House of Delegates, Student House of Delegates, PSEA-Retired House of Delegates, Gettysburg Workshop, DPS conference, etc.
14. Sets-up the USPS and UPS computer systems to report print and/or clear posted data to ready systems for processing.
15. Operates assorted mail processing, inserting, tabbing, and envelope printing equipment.

Printing Operations

1. Operates high speed networked printer/copier and other assorted specialized printing-related equipment.
2. Receives and processes print requests.
3. Formats networked print files to the high-speed black print and color printers to include proper image set-up and/or merging of address labels for bulk mailings.
4. Performs off-line processing of jobs such as booklet making, three-hole punching, carbonless and pad gluing, folding, cutting, collating, binding, and stapling.
5. Performs other production work including creation of CD/DVDs and staff ID cards.
6. Delivers printed materials to appropriate departments or to the mailroom for slotting, inserting, or mailing.

7. Stocks the printing area with colored paper, copy paper, and envelopes as required.
8. Performs basic equipment maintenance including: replacing paper, ink, fuser oil, staples, and binding tape; clearing paper jams; basic cleaning of parts; and minor repairs.
9. Assists in organizing large print and mass mailings including those related to conferences and meetings.
10. Assists with inserting mailings and operates inserter when needed.
11. Performs work as assigned.

Knowledge, Skills, and Abilities

- Knowledge of basic work routines in mail and printing operations.
- Knowledge of the mechanical and safety principles and practices associated with production equipment operations.
- Ability to follow oral and written instruction.
- Ability to learn Association postal and printing equipment operations, postal regulations, materials used, and methods and practices required of the work.
- Ability to exercise care and good judgment in the use of supplies, materials, and equipment.
- Ability to follow work routines and work effectively with others.
- Ability to detect defects in materials and equipment.
- Ability to manually transport, lift and move heavy objects (at least 50 lbs.) frequently, and work within time constraints.
- Sufficient strength and stamina to perform work on an on-going basis and possession of the needed dexterity to operate standard office and postal/printing equipment.

Education, Experience, and Special Requirements

High school diploma, or equivalent, is required. Mail/Printing operations experience is necessary. Possession of a valid driver's operating license.

If interested in applying for this position, please email a letter of application and resume to jobs@psea.org or fax to 717-255-7005. The application deadline is October 10, 2018.