

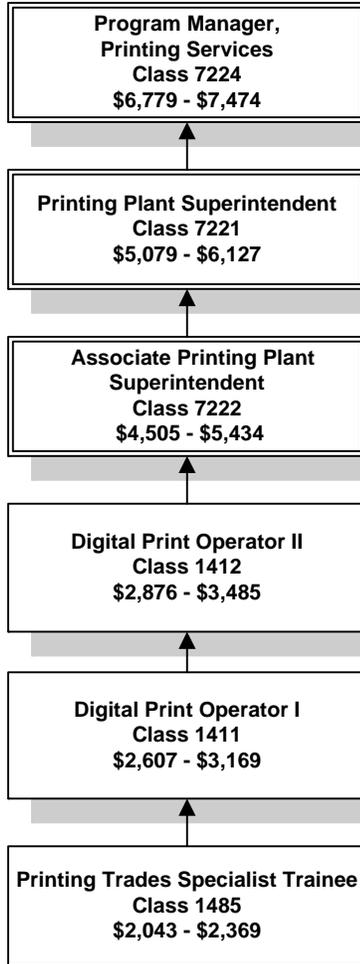
PROMOTIONAL PATHS

OFFICE OF STATE PUBLISHING

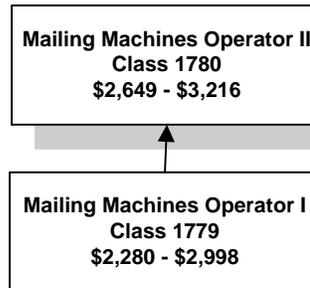
DIGITAL PRINT & MAILING SERVICES

(SHIFTS: DAYS – EVENINGS – NIGHTS)

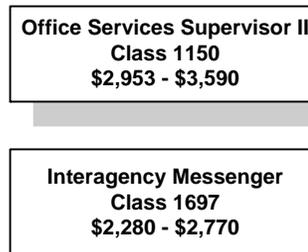
DIGITAL PRINT & MAILING FUNCTION



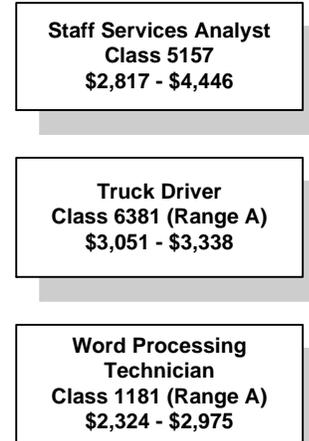
MASS MAIL FUNCTION



INTERAGENCY MAIL FUNCTION



OPERATIONAL SUPPORT



► Mass Mail (Function Overview):

>Machinery

- ⇒ Operate (process large volumes of mail)
 - ✓ United States & other carrier mail
- ⇒ Calibrate
 - ✓ Different types and sizes of material
- ⇒ Perform maintenance/minor repair

>Knowledge

- ⇒ Postal regulations
- ⇒ Postal rates (all sizes of parcel mail)

>Quality control

- ⇒ Maintain records (cost/production)
- ⇒ Check & regulate work flow
- ⇒ Review production (quality & quantity)

► Digital Print (Function Overview):

>Product Detail

- ⇒ Master material (uses hard copy & electronic images)
- ⇒ Prepares master copy & reprographic equipment for reproduction
- ⇒ Performs finishing tasks

>Machinery

- ⇒ Completes minor maintenance & repair
- ⇒ Sets up printing and finishing equipment



► Interagency Mail (Function Overview):

>Perform mail/messenger services

- ⇒ DGS & other State agencies/departments
- ⇒ Function tasks (day shift only)

Promotional paths are for informational purposes only and may vary depending on the level of education, experience and/or relevant eligibility criteria.