

SORTER I

FLSA Status: Non-Exempt

Summary

Under the supervision of assigned management and supervisory staff, accurately sorts and processes both library materials and mail received at the PLS delivery center. Efficiently prepares materials for distribution by delivery drivers.

This class is the first in the Sorter series. The Sorter I works under close supervision and performs routine sorting functions. It is distinguished from the Sorter II by the amount of sorting and supervisory experience required. A Sorter II works under general supervision and, within a framework of established procedures, is expected to perform a variety of complex sorting and operational duties with only occasional assistance and may provide lead direction to other delivery staff on a project or day-to-day basis.

Organizational Impact

- Supports critical and time-sensitive service to PLS libraries.
- Inaccuracy would cause libraries to give poor service.
- Makes sharing of materials between PLS libraries possible.

Essential Duties and Responsibilities:

- Receives and sorts library materials; receives, sorts, and delivers interoffice, external mail and other materials from deliveries in a timely manner.
- Accurately sorts and organizes materials for proper delivery to ultimate destination: crate, pack or bag as appropriate and instructed; sorts interlibrary loan materials and prepares out of system shipments.
- Operates and performs basic maintenance, cleaning, and troubleshooting on equipment used for sorting, including the Automated Materials Handling Machine.

Other Job Duties:

- Posts first class mail; determine correct postage for various classes of outgoing U.S. and foreign mail; weigh large or heavy material for correct postage.
- Gathers required tallies and statistics (e.g. items not run through the AMH such as small electronic equipment, kits, programming supplies, etc.)
- Operates and performs basic maintenance on postage scale, and postage metering machine.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

	Required	Preferred
Education	Equivalent to the completion of 12 th grade	
Experience		6+ months general work experience
Knowledge	<p>Basic mathematical principles</p> <p>Principles and procedures of record keeping</p> <p>Basic alphabetical and numeric filing methods</p> <p>Basic computer skills</p>	
Skills and Abilities	<p>Ability to:</p> <ul style="list-style-type: none"> -understand and carry out oral and written instructions. -cooperate and work well with others -learn the PLS distribution and sorting system, proper postage rates, and the mailing rules of the US Postal Service and other shipping agencies -operate postal and sorting machinery and equipment; use computerized data and communication systems -perform routine work accurately and within a schedule; maintain accurate records -perform basic mathematical calculations 	

Work Environment and Physical Demands:

Utility area work environment. Work is primarily done standing.

Must be able to stand, bend, lift, stretch, twist, and squat for extended periods of time.

Must lift 30-50 pounds.

Must be able to collaborate as appropriate, push hand trucks or carts with loads of up to 200lbs and to carefully, properly and safely load and unload materials.