

Mailing Machines Operator I Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Mailing Machines Operator I. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Mailing Machines Operator I position.

The T&E Questionnaire is the sole component of the Mailing Machines Operator I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and/or disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

Please print and submit the completed T&E Questionnaire along with your State Application as it is indicated on the examination bulletin.

If you have any questions regarding this questionnaire, please contact:

Examination and Recruitment Section
916-324-4807
boeexams@boe.ca.gov

HOW TO COMPLETE A TRAINING & EXPERIENCE QUESTIONNAIRE

What is a Training and Experience Questionnaire?

A Training and Experience (T&E) Questionnaire is a way to measure the previous experience, training, and/or education that a candidate has is relevant to the job for which the exam is being conducted.

These questionnaires typically consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

This questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Suggested Rating Techniques

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- Read the questions and the responses carefully. Consider all your relevant training and experience.
- Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career.
- Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&E Questionnaires are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses are confirmed during the hiring interview.

**SECTION I
WORK EXPERIENCE – MAILING MACHINES OPERATOR I**

| | | LEVEL OF EXPERIENCE | | | | | FREQUENCY | | | |
|---|--|---------------------|--------------------------------|----------------------------------|--|---------------------------|---------------|-------------------|------------------|-----------------|
| | | Not performed | Performed during training only | Performed for less than 6 months | Performed for at least 6 months but less than 1 year | Performed for over 1 year | Not Performed | Performed MONTHLY | Performed WEEKLY | Performed DAILY |
| <p><u>LEVEL OF EXPERIENCE:</u> Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p><u>FREQUENCY:</u> Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. <u>ONE</u> check mark for “Years of Experience” and <u>ONE</u> check mark for “Frequency”.</p> <p>ITEMS:</p> | | | | | | | | | | |
| 1. | Maintain accurate records (logs, charts, transmittals). | | | | | | | | | |
| 2. | Operate postage meters to properly affix date and postage to outgoing USPS mail. | | | | | | | | | |
| 3. | Assist in processing large volumes of incoming/outgoing mail to meet deadlines. | | | | | | | | | |
| 4. | Operate mailing machines (Pitney Bowes inserters and various types of folding machines) to process large volumes of incoming/outgoing USPS mail. | | | | | | | | | |
| 5. | Stock materials for inserting for preparation of mailing large volumes of outgoing USPS mail. | | | | | | | | | |
| 6. | Assist in the process of inserting and sorting large volumes of outgoing USPS mail. | | | | | | | | | |
| 7. | Performs a variety of mail processing duties to support the functions and responsibilities of the bulk mail unit. | | | | | | | | | |

SECTION I
WORK EXPERIENCE – MAILING MACHINES OPERATOR I

| | | LEVEL OF EXPERIENCE | | | | | FREQUENCY | | | |
|--|--|---------------------|--------------------------------|----------------------------------|--|---------------------------|---------------|-------------------|------------------|-----------------|
| | | Not performed | Performed during training only | Performed for less than 6 months | Performed for at least 6 months but less than 1 year | Performed for over 1 year | Not performed | Performed MONTHLY | Performed WEEKLY | Performed Daily |
| <p><u>LEVEL OF EXPERIENCE:</u> Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p><u>FREQUENCY:</u> Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. <u>ONE</u> check mark for “Years of Experience” and <u>ONE</u> check mark for “Frequency”.</p> <p>ITEMS:</p> | | | | | | | | | | |
| 9. | Use initiative and resourcefulness: use good judgment and take effective action. | | | | | | | | | |
| 10. | Plan and organize workload to ensure deadlines are met. | | | | | | | | | |
| 11. | Make minor adjustments to mailing machines to maintain accuracy and continuous output of the inserter. | | | | | | | | | |
| 12. | Minor maintenance of equipment to keep the machines running properly. | | | | | | | | | |
| 13. | Communicate with USPS. | | | | | | | | | |
| 14. | Hand-sorting and stuffing envelopes. | | | | | | | | | |

SECTION I (CONT.)
WORK EXPERIENCE – MAILING MACHINES OPERATOR I

| | | LEVEL OF EXPERIENCE | | | | | FREQUENCY | | | |
|---|--|---------------------|--------------------------------|----------------------------------|--|---------------------------|---------------|-------------------|------------------|-----------------|
| | | Not performed | Performed during training only | Performed for less than 6 months | Performed for at least 6 months but less than 1 year | Performed for over 1 year | Not performed | Performed MONTHLY | Performed WEEKLY | Performed Daily |
| <p><u>LEVEL OF EXPERIENCE:</u> Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p><u>FREQUENCY:</u> Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. ONE check mark for “Years of Experience” and ONE check mark for “Frequency”.</p> <p>ITEMS:</p> | | | | | | | | | | |
| 15. | Load trays, tubs into van for delivery to the USPS or the contracted presort vendor. | | | | | | | | | |
| 16. | Operate electric pallet jack and forklift to move pallets of materials and restock supplies. | | | | | | | | | |
| 17. | Work cooperatively with a wide variety of personnel in a tactful and courteous manner. | | | | | | | | | |
| 18. | Ability to move bags and boxes weighing up to 35 lb., and must be able to stand and operate machines for the normal eight hour day, plus overtime hours. | | | | | | | | | |
| 19. | Carry out oral and written directions. | | | | | | | | | |
| 20. | Prioritize workload to meet deadlines. | | | | | | | | | |
| 21. | Work in a busy warehouse environment handling time critical and sensitive materials with stringent deadlines. | | | | | | | | | |
| 22. | Operate, adjust and maintain equipment in good operating condition. | | | | | | | | | |
| 23. | Operate mailing machines, inserters and various types of folding machines. | | | | | | | | | |
| 24. | Ability to follow required policies and procedures and work in noisy surroundings. | | | | | | | | | |

SECTION II
KNOWLEDGE ASSESSMENT – MAILING MACHINES OPERATOR I

| | | LEVEL OF KNOWLEDGE | | | |
|--|--|--------------------|--|--|--|
| For items 1 – 5, rate your level of knowledge by checking the appropriate box that best describes your level of knowledge for each item. | | | | | |
| Definition of Levels: | | | | | |
| Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed the tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge. | | | | | |
| Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully. | | | | | |
| Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively. | | | | | |
| No Knowledge: I do not possess this knowledge. | | | | | |
| ITEMS: | | | | | |
| 1. | Knowledge of multi-function mailing machines. | | | | |
| 2. | Knowledge of the operation and maintenance of mailing machines and related equipment. | | | | |
| 3. | Knowledge of mechanical aptitude and interest in machinery and willingness to follow a prescribed routine. | | | | |
| 4. | Knowledge of all types of mail. | | | | |
| 5. | Knowledge of postal regulations related to postage. | | | | |

THIS CONCLUDES THE TEST AND EXPERIENCE QUESTIONNAIRE
FOR MAILING MACHINES OPERATOR I

Please print and submit the completed T&E Questionnaire along with your State Application as it is indicated on the examination bulletin.