

MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent in this class performs manual work as a messenger delivering mail, packages, records and other materials including equipment or supplies for a County department. Occasionally, this position may be required to operate an automobile or van for emergency deliveries outside of reasonable walking distance, or to assist in the transportation or relocation of office equipment and supplies. Incumbents perform routine clerical work relating to mail and deliveries. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sorts United States and interoffice mail as required;

Stamps and seals outgoing mail;

Operates postage meter and weighs packages for proper postage;

Keeps simple records as required of items received and/or delivered;

Picks up and delivers a wide variety of materials including mail, packages, reports, light supplies, documents, etc. as assigned or required within reasonable walking distance;

Logs and sorts incoming mail as directed which may include scanning paper mail and documents received into electronic document form for automated distribution;

Boxes and labels scanned mail and documents for storage and/or disposal;

Receives and/or moves supplies, equipment and furniture;

Performs routine and special errands, as assigned;

Properly disposes of paper records cleared for destruction;

Performs security functions as assigned;

Reports defective and damaged equipment and supply levels; including paper and toner for copy and scanning centers, to supervisor for corrective action;

Maintains work area in a clean, orderly and safe condition;

Performs snow removal duties;

May perform duplicating, scanning and indexing assignments, using standard office equipment;

May unload and stock shelves with office supplies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May operate an automobile, van or light truck for emergency deliveries to points outside of reasonable walking distance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of postal regulations related to receiving and accounting for mail and stamps; knowledge of office procedures; ability to understand and carry out simple instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; courtesy; dependability; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Completion of two years of standard high school or trade school course or two years of work experience.

SPECIAL REQUIREMENT: Depending on work assignment, must possess a valid New York State Driver's License appropriate for the vehicles operated and maintain same while in the title.