

MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the performance of simple messenger tasks in the delivery of mail and small articles. An employee of this class works under general direction and is expected to use good judgement and to maintain confidentiality in carrying out the duties of the position. The employee also performs minor maintenance tasks as assigned. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Picks up and delivers mail to and from offices as required. Sorts and delivers mail to various departments and buildings as scheduled.
- Picks up and delivers food stuff to cafeterias.
- Picks up and delivers to designated bank monies collected at offices as required.
- Picks up and delivers to designated buildings materials to be recycled.
- Delivers office supplies and other material and runs errands to and from various locations in and outside county.
- Runs errands and performs other general messenger work.
- Opens office building to let staff enter prior to office opening.
- Performs a variety of simple routine office maintenance tasks such as light cleaning, dusting, replacing light bulbs, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office procedures and practices; ability to follow simple oral and written instructions; knowledge of geography of the area; willingness to learn and perform tasks assigned; mental alertness; trustworthiness; tact; courtesy; honesty; dependability; ability to get along with co-workers; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of an appropriate level of New York State Driver's License at time of appointment.

10/01/88
11/28/94