

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 31, 1990

MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: Performs all messenger duties required to assist in the function of a County office or school district. Assists in general office manual and clerical work. Works under the direction of a supervisor who assigns work and checks for completion. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Drives light motor vehicles and passenger vehicles for picking up and delivering materials, supplies, and assigned individuals;
2. Picks up and delivers packages, building materials, supplies, and mail--physically lifting items in excess of 50 pounds when required;
3. Performs routine clerical duties such as maintaining inventories, sorting mail, and minor filing duties;
4. Performs clerical duties such as depositing cash and checks to bank accounts, delivering checks, making minor purchases;
5. Delivers equipment and documents;
6. Loads and unloads trucks;
7. County Clerk Messenger assists Motor Vehicle Bureau and activities in #2 and #6 are STANDARD duties;
8. Community College messenger may assist in Central Services and may relieve telephone operator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness, tact and courtesy; ability to drive a motor vehicle; ability to lift weights in excess of 50 pounds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: Six (6) months of experience as a Messenger or Office Clerk.

SPECIAL REQUIREMENT: Possession of a valid New York State Operator's License issued by the Department of Motor Vehicles.

NOTE: Six (6) months experience is not applicable when used at Lewiston-Porter Central School for temporary or provisional appointment. (See School correspondence dated 8/20/85).