

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 7, 2007

**COURIER - MAIL CLERK \***

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent performs routine tasks of a repetitive nature. Responsibilities include picking up, sorting, and delivering mail, packages, materials, supplies, and inactive or archival records to various departments and agencies throughout the County. The work is performed under general supervision in accordance with prescribed practices and procedures. The incumbent exercises independent judgment in certain cases. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Picks up, receives, sorts and delivers mail/documents in or between departments and work-sites as assigned;
2. Distributes inactive and archival records in a timely manner under the direction of the Niagara County Records Management Coordinator;
3. Picks up and delivers packages, materials, and supplies to appropriate department or agency;
4. Sorts and posts out-going mail with the appropriate postage;
5. Performs routine clerical duties such as filing, maintaining inventories, depositing cash and checks in bank accounts, delivering checks, and making minor purchases;
6. Maintains records related to performed tasks;
7. Operates standard office equipment including a personal computer in addition to postage equipment;
8. When assigned, assists in central printing tasks;
9. When assigned, runs miscellaneous errands.

**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 operate a personal computer and modern office software at an acceptable rate of speed; ability to maintain confidentiality; ability to understand and follow simple verbal and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; dependability; mental alertness; neatness; tact and courtesy; ability to drive a motor vehicle; ability to lift weights in excess of fifty (50) pounds; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and six (6) months post-high school clerical experience.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle License and availability of a private vehicle to carry out the duties of the position when required.

\* This title was created to consolidate the titles of Mail Clerk and Messenger.