

Jurisdictional Class: Labor  
Adopted: January 1, 1999  
Revised: January 10, 2022

**MESSENGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for the safe and prompt delivery of daily mail, documents, communications, and related materials and supplies to various offices, outlying buildings, between school offices, banks, and post offices. Work is performed under general supervision in accordance with specific oral or written directions. Supervision is not a responsibility of this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Picks up daily mail and communications for delivery to various offices, outlying buildings, and schools;  
Runs errands and performs other general messenger work;  
Delivers printing orders, supply orders, and other related material to various offices, outlying buildings, etc.;  
Receives, sorts, distributes, and assists in the process of the mail;  
Performs simple miscellaneous clerical work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of office procedures, practices, terminology and equipment;  
Working knowledge of arithmetic;  
Knowledge of geography of the agency;  
Ability to operate mail room equipment;  
Ability to read and write English;  
Ability to follow simple oral and written instructions;  
Willingness to learn and perform tasks assigned;  
Clerical aptitude;  
Mental alertness.

**MINIMUM QUALIFICATIONS:** None.

**NOTE:** If the position involves the operation of a motor vehicle, then the following requirement applies:  
Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of appointment.