

Jurisdictional Class: Labor
Adopted: January 1, 1999
Revised: May 28, 2010

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, from school to school, etc.;

Receives, sorts, distributes, and assists in the process of the mail;
Delivers bank deposits;
Distributes books to schools;
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: Eligibility for a New York State operator's license issued by the New York State Department of Motor Vehicles at time of application. Possession of license at time of the appointment.