

MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents of this position provide a pick-up and delivery service involving the operation of an automobile, light truck, or van, or within walking distance. Incumbent delivers mail, records, packages, films and other materials to points both within and outside a municipality or school district. Clerical work is limited to keeping records concerning such deliveries. Incumbent may also perform additional simple clerical tasks when not performing delivery functions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

When assigned to School Districts:

Picks up and delivers mail, records, films, packages, cartons, reports, and other materials on foot or by automobile to offices/buildings both within and outside of the school district;

Sorts incoming mail and prepares mail for delivery, as required;

Stamps and seals outgoing mail;

Transports food inventory and prepared lunches to schools within the district;

Keeps record of items received and delivered;

Operates an automobile, light truck or van;

Delivers bank deposits;

May clean, wash and maintain automobile or light truck used for deliveries;

May perform duplicating assignments when not involved with deliveries;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

When assigned to Towns and Villages:

Picks up and delivers mail, records, films, packages, cartons, reports, and other materials on foot or by automobile to offices/buildings both within and outside of the municipality;

Sorts incoming mail and prepares mail for delivery, as required;

Stamps and seals outgoing mail;

Keeps record of items received and delivered;

Operates an automobile, light truck or van;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.)

When assigned to Towns and Villages (Cont'd):

Delivers bank deposits;

May occasionally act as Chauffeur for various programs transporting program participants to and from sites or for special assignments;

May clean, wash and maintain automobile or light truck used for deliveries;

May perform duplicating assignments when not involved with deliveries;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of safety precautions involved in the operation of light automotive equipment; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to get along well with others; dependability; courtesy; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) completion of two (2) years of high school or trade school or (b) two (2) years of work experience.

SPECIAL REQUIREMENT: Possession, at time of appointment, of a valid license to operate a motor vehicle in New York State appropriate to equipment driven. The appointing authority is responsible for verifying and ensuring that candidate meets these conditions at time of appointment and throughout the course of employment.

Towns, Villages, Cities of Peekskill and Rye
School Districts, Special Districts
J.C.: Non-competitive
1e
MPM3

Job Class Code: 0203/S203

*Title replaces Messenger (School Districts)