

SENIOR MESSENGER  
(Town Of Greenburgh)

GENERAL STATEMENT OF DUTIES: Performs and supervises messenger duties; picks up and delivers a wide variety of materials including mail, packages, reports, etc. and performs duplicating assignments, as assigned; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, assists in the training and supervision of messengers. An incumbent of this class is responsible for picking up, sorting and delivering mail for the Town of Greenburgh and will process special mailings including Certified, Registered, FedEx, UPS, etc. as required. Incumbent processes the postage for the mail and performs duplicating assignments using computerized equipment. Supervision over other messengers is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Picks up, and delivers mail, packages, reports and various office items from all Town departments; applies postage, as needed, and delivers to Post Office and/or UPS;

Picks up mail from United States Postal Service for delivery to Town departments;

Assists department personnel in preparing envelopes and packages for special handling i.e. FedEx, UPS, Certified/ Registered mail, etc;

Evaluates and routes deliveries and pick-ups to Town departments on a daily basis;

Makes daily deposits to bank from Town departments;

Makes copies for Town departments from e-mail, computer disks, and DVD(s); operates a high speed heavy duty photocopier machine; Responsible for ordering copier paper for Central Copier and Town wide for satellite copiers, laser printers, etc.

Maintains records and produces reports of postage usage and duplicating requests from individual departments;

Assists in the training, supervision, and assignment of messengers;

Instructs messengers in the usage of computerized equipment (i.e. postage, copy, reproduction, folding, etc.);

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

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of safety precautions in the operation of light automotive equipment; familiarity with postal regulations related to receiving and applying postage for mail and packages; ability to assign and supervise the work of messengers; ability to operate office machinery; ability to use computer applications such as e-mail, spreadsheets, word processing and database software; ability to follow and understand simple instructions; ability to write legible; dependability; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of high school equivalency diploma or trade school program and two (2) years of work experience in a messenger service, mail or supply operation; or (b) four (4) years of the specialized work experience as described in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State appropriate to the vehicle to be operated at the time of appointment.