

DRIVER-MESSENGER

Code No.: 4-05-020

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for delivering materials, supplies and mail and transporting passengers to and from various offices and other locations. Duties include performing a variety of routine tasks related to the handling of messages, cargo and passengers. The employee reports directly to, and works under the general direction of a department head or other higher-level staff person. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed though not listed.)

Conducts regular messenger service to and from various agency offices and worksites, City and State agencies, local municipalities, hospitals and other locations, and delivers messages, supplies and materials either by operating a motor vehicle or walking, depending on the distance between locations;

Picks up mail at the post office and delivers to various departments;

Makes small purchases and pick-ups;

Operates postage meter, and sorts and bundles mail;

Prepares and handles special mailings, i.e., Federal Express, registered mail, etc.;

Keeps a simple clerical record of activities of items delivered;

Maintains logs, lists and indexes;

Performs minor maintenance tasks in connection with the vehicle driven;

Transports passengers from one work location to another.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography and traffic laws of locality; working knowledge of office procedure and practices; ability to operate an automobile or light delivery truck; ability to understand and follow basic oral and written instructions; ability to get from one place to another; ability to perform basic clerical tasks; basic mechanical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a valid New York State Class D driver's license.—

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REVISED: August 30, 1984

REVISED: December 21, 1989

REVISED: August 9, 2012