

MESSENGER

Code No.: 4-18-004

LABOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of a routine nature involving the hand delivery and pick-up of letters, materials, and packages to offices within a governmental building or within walking distance of the central building for mail operations. Employees of this class perform incidental clerical and office service duties associated with the sorting and processing of these items. A messenger is required to lift packages weighing up to fifty (50) pounds. Work is performed under the direct supervision of the administrative head of messenger services or other designated supervisor. Supervision of others is not a responsibility of the class. Does related work as required.

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

Hand delivers and receives interdepartmental and intergovernmental mail including letters, memoranda, directives, questionnaires, reports, etc.;

Hand delivers materials and packages;

Sorts all incoming United States, interdepartmental and intergovernmental mail;

Processes outgoing United States Postal Service mail, determining appropriate mailing class and postage requirements;

Packages mail for delivery by United States Postal Service;

Maintains record of special services request such as insured, certified, registered, and C.O.D. mail, and the various class of mail;

Operates various machines associated with mailroom operations, such as mailing machine, electronic postal scale and letter opener, signature machine, and computer printout burster;

Maintains simple records;

Performs simple filing;

Maintains physical inventory of office supplies and orders when needed;

Fills office supply requisitions;

Operates copier machines and provides assistance to copier users;

Notifies copier repair service when equipment malfunctions and maintains log of copier repair reports;

Runs errands and performs other work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to lift packages weighing up to fifty pounds; ability to sort mail and packages by offices; ability to follow an assigned route and schedule; ability to follow established guidelines and procedures for processing United States, interdepartmental, and intergovernmental mail, postage requirements, and special services requirements; ability to follow simple oral and written directions; ability to operate and maintain mailroom machines and copiers; ability to maintain simple records of departmental postage used, and machine repairs made; ability to do light typing; ability to do simple filing; willingness to perform routine work; dependability; integrity; mechanical aptitude; physical condition commensurate with the demands of the position.

REVISIED: September 11, 1986