

MESSENGER CLERK

NATURE OF WORK IN THIS CLASS:

This is routine clerical work which involves the operation of a motor vehicle in the delivery and pick up of official documents, correspondence, supplies and other items.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Delivers and picks up mail and other official correspondence, documents or supplies, using a motor vehicle.

Operates the postage meter; records postages used.

Logs all items received and delivered.

Logs mileage traveled in the operation of a government vehicle for record purposes.

May file material in established files according to predetermined classification.

May perform simple inventory of office supplies and equipment.

May operate typewriter or other standard office machines.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn office practices and procedures.

Ability to follow oral and written instructions.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities and skills listed above are required.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission