



Ontario County Department of Human Resources
 3019 County Complex Drive
 Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-040 **POSTING DATE*: FROM:** 6/18/24 **TO:** 7/1/24

JOB TITLE: Courier (Bonded)(Pending)

RATE OF PAY: \$32,780 (\$16.81/hr)

LOCATION: Ontario County Dept of Public Works

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS:
 County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

MINIMUM QUALIFICATIONS: High School graduation or possession of a high school equivalency diploma AND possession of a valid New York State Operator’s license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

COURIER (BONDED)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the safe and prompt delivery of mail, documents, and related materials between county offices, banks and post office. Work is performed under general supervision in accordance with specific oral or written directions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Picks up daily mail and communications for delivery to administration offices and buildings in various locations;
Runs errands and performs other general messenger work;
Operates various mailroom equipment to affix correct postage on all mail generated by offices in the county;
Provides information to customers regarding proper shipping methods, preparation/packaging, addressing, and carrier/vendor selection;
Delivers materials and supplies from office to office and building to building;
Delivers stamped mail and packages to the postal facility;
Receives, sorts and distributes mail;
Delivers bank deposits;
Operates the courier vehicle;
Operates computer software programs used to mail via USPS and/or non-USPS vendors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office procedures and practices; working knowledge of shipping and postal rules and regulations; ability to follow simple oral and written instructions; knowledge of geography of the county; willingness to learn and perform tasks assigned; clerical aptitude; mental alertness; trustworthiness; tact and courtesy; physical condition commensurate with the demands of the position.

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