

Geneva School – Vacancy
Salary range: \$16.30 - \$18.30/hr

MESSENGER

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes rounds of offices, buildings within an agency and/or multiple agencies delivering and picking up the mail and packages several times daily;
Sorts and prepares all outgoing mail with correct postage;
Assists with bulk rate mailings, sorting by zip codes, bundling, packing in proper container;
Delivers mail and picks up completed printing orders and supply orders, as required;
Runs errands for various officials;
Takes checks to Post Office to have postage meter filled and also for deposit in mail accounts at the Post Office;
Assists in various duties such as collating, stapling, shredding paper, complete care of mail equipment, etc.;
Delivers packages and instructional materials to the various delivery points;
Maintains clerical records of pickup and deliveries.

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

MINIMUM QUALIFICATIONS: 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.

APPROVED: MAY 7, 1990

REVISED: OCTOBER 28, 2021

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE