

MESSENGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves light physical duties in relation to packing and delivering audio visual and library materials. Performs routine messenger service and incidental cleaning and minor maintenance work. The primary responsibility is for the careful and prompt performance of assigned tasks according to oral or written instructions. After the employee has learned his route, schedules, and other regular procedures, these routine assignments are performed with little direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Delivers and packs departmental and inter-departmental records and other materials; Runs errands and performs other general messenger work; Receives, sorts and distributes mail; When not engaged in messenger work, may be occasionally required to operate various office machinery not requiring previous training; Secures and replenishes office supplies; Cleans interior section of buildings; Cleans trucks and cars; Gasses trucks and cars; Performs a variety of minor building maintenance and cleaning tasks.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to follow simple oral and written instructions; knowledge of the geography of the Board of Cooperative Educational Services district; willingness to learn and perform tasks assigned; clerical aptitude; legible writing; alertness; neat appearance; tact and courtesy; good physical condition.

MINIMUM QUALIFICATIONS: Eligibility for a New York State operators license issued by the New York State Department of Motor Vehicle at the time of application for appointment. Possession of the license at the time of appointment.

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