

## **MESSENGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving the delivery of messages, mail and items such as packages and equipment as well as performing various errands associated with the setup of equipment. Work is performed under direct supervision.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Performs manual labor in connection with transportation of equipment for delivery, storage, and disposal;
2. Assists in assembling equipment in classroom and office work areas;
3. Picks up mail from various designated locations;
4. Sorts mail, delivers to proper department or section and picks up outgoing mail;
5. May run outgoing mail through postage machine and take to Post Office;
6. May be responsible for handling small amounts of cash associated with a postage machine;
7. Runs a variety of errands as needed;
8. May be required to perform other minor tasks of an unskilled nature such as maintaining simple records;
9. May perform manual labor in connection with snow and ice removal.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to understand and follow oral and written instructions;  
Ability to read and write legibly;  
Ability to keep simple records;  
Ability to lift heavy weights;  
Ability to establish effective working relationships with others;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None are required.

SV5404

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