

MESSENGER  
(SCHOOL DISTRICTS)

GENERAL STATEMENT OF DUTIES: Delivers mail, records, packages, films and other materials to points both within and outside a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, operates a pick-up and delivery service between various points involving the operation of an automobile or light truck and/or within a walking area. Clerical work is limited to keeping records concerning such deliveries.

EXAMPLES OF WORK: (Illustrative Only)

Picks up and delivers mail, records, films, packages, cartons, reports, and other materials on foot or by automobile to offices/buildings both within and outside of the District;

Sorts incoming mail;

Stamps and seals outgoing mail;

Keeps record of items received and delivered;

Cleans, washes and maintains automobile or light truck used for deliveries.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of safety precautions involved in the operation of light automotive equipment; ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to get along well with others; dependability; courtesy; neat personal appearance; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Completion of two years of high or trade school or two years of work experience.; or (b) any satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.