

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MESSENGER
Code: 010010 AAK
Page : 1 of 1
Labor

GENERAL STATEMENT OF DUTIES

Carries messages, processes incoming and outgoing mail, and performs other related routine clerical duties; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and require the use of limited judgment.

TYPICAL DUTIES

- * 1. Receives and delivers office messages, incoming mail, packages, and other materials, on established routes and on special assignments.
- * 2. Stamps and prepares packages, printed matter, and other outgoing material for mailing.
- * 3. Operates mail opener and postage meter machines.
4. Operates office copying machines.
- * 5. Operates light panel truck or passenger vehicle, as required.
6. Assists in the distribution of supplies or in keeping inventory of stock.
- * 7. Cleans, washes and maintains automobile or light truck.
8. May perform some cleaning duties from time to time or for a small part of each work day.

***TYPICAL ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of general office practices and procedures.
2. Ability to follow oral and written instructions.
3. Ability to maintain simple records.
4. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of eighth grade education.

NOTE: Where operation of a motor vehicle is required, candidate must possess an appropriate, valid New York State Driver's License.

[Go Back](#)