

## **DRIVER/ MESSENGER**

**GENERAL STATEMENT OF DUTIES:** Operates a motor vehicle used in the delivery of mail, supplies or related materials; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work involving responsibility for the safe and economical operation of a motor vehicle in the delivery of mail supplies and materials. The incumbent performs general mailroom duties when not picking up or making deliveries. The work is performed under general supervision according to set procedures.

**EXAMPLES OF WORK:** (Illustrative only)

Operates a motor vehicle delivering mail or supplies;

Process outgoing mail including the operation of postage meter;

Collects mail and correspondence from offices;

Makes special deliveries as assigned;

Assists in the sorting of mail including packaging and addressing for delivery;

May transport and make bank deposits and withdrawals as directed;

Performs routine mailroom work as required;

May dispense supplies to offices as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the operation of light motor vehicles; good knowledge of vehicle and traffic laws as related to the operation of automotive equipment; clerical aptitude; ability to follow simple oral and written directions; ability and willingness to perform routine manual tasks; tact; good judgment; physical condition commensurate with the demands of the job.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year full-time experience involving the operation of an automotive vehicle; **OR**
- C. An equivalent combination of training and experience as described above.

**Special Requirement for Acceptance of Applications:** Eligibility for an appropriate class New York State Motor Vehicle Operator's license. Possession of license at time of appointment.

ULSTER COUNTY  
2830 DRIVER/ MES

Classification: Non-Competitive

**Driver/Messenger**

Grade: 4

Union: CSEA

**Page 2**