



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	MESSENGER
Jurisdictional Class:	Non-Competitive
Civil Division:	School Districts
Adoption: CSM	11/1/75
Revised: CSM	3/17/04

DISTINGUISHING FEATURES OF THE CLASS:

Picks up and delivers mail, documents, and communications between various offices of government, institutions, schools, or other public buildings; does related work as required. This is routine work involving responsibility for the safe and prompt delivery of mail, documents, and related materials between public offices, banks, and post office. Work is performed under general supervision in accordance with specific oral or written directions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Picks up daily mail and communications for delivery to various offices, schools, and public buildings;
Runs errands and performs other general messenger work;
Delivers materials and supplies to individual agencies and buildings;
Receives, sorts, and distributes mail;
Delivers bank deposits;
Distributes books to schools;
Performs routine miscellaneous clerical work;
Checks oil, gas, mileage, and gasoline;
Washes and cleans vehicle and suggests needed repairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office procedures and practices;
Ability to follow simple oral and written instructions;
Knowledge of geography of the school district;
Willingness to learn and perform tasks assigned;
Clerical aptitude;
Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) One (1) year of experience in the operation of a light motor vehicle such as a pickup or panel truck, station wagon, or automobile.