

City of San Jose

MESSENGER CLERK (1111)CLASS PURPOSE

Under immediate supervision, performs work of routine difficulty in the collection and delivery of documents and materials to City departments and locations throughout the City. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Receives and collects interoffice mail and similar documents.
- Sorts mail and documents in order of delivery to City offices.
- Delivers mail and other materials to offices and work areas.
- Packs or unpacks shipments of books or other material.
- Transports cartons of documents to the Records Storage Center.
- Maintains records as required.
- Retrieves documents from storage and delivers to requesting department.
- Drives passenger vehicle or light truck to transport mail, documents, or other objects.
- Completes errands; may transmit verbal instructions.
- Occasionally processes outgoing United States mail.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class perform duties involving collection, sorting and delivery of documents and other materials to offices and locations throughout the City. This class differs from the next higher classification of Mail Clerk in that the latter has, as a full time assignment, the processing of outgoing United States mail.

QUALIFICATIONSMinimum Knowledges, Skills and Abilities

- Ability to follow written and oral instructions.
- Ability to lift objects sometimes weighing over forty (40) pounds.
- Ability to accurately sort documents or other materials alphabetically or numerically.
- Ability to pack or unpack shipments of books and other items. Ability to operate light vehicles, such as vans, pickup trucks, or sedans.

Competency Knowledges, Skills and Abilities

- Knowledge of safe driving practices.
- Ability to establish and maintain effective working relations with others.

Training and Experience

No specific training or experience is required. Candidates will be examined on the minimum knowledges, skills and abilities listed above.

Licenses/Certificates

- Possession of a valid California driver's license.