CLERK AND COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level clerical work combined with courier duties. The clerical work primarily involves the routine clerical processing of documents and filling in for entry-level personnel in their absence. Courier work involves the operation of a light motor vehicle for the purpose of collecting and distributing mail and other materials. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:
Maintains and processes basic records of transactions as well as motor vehicle mileage and fuel consumption;
Services the general public with over-the-counter routine information;
Issues copies of and collects over-the-counter fees for requested documents;
Labels and files reports, correspondence, memoranda and other documents;
Operates light motor vehicle in the collection and distribution of mail and messages, press releases, bank deposits, tax bills, bulk rate mailings and other materials;
Checks vehicle for safe and economical operation;
May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, etc.;
May perform routine maintenance on vehicle such as washing, cleaning, changing tires, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of business arithmetic and English; ability to process documents; working knowledge of the methods used in delivering, distributing and collecting supplies and materials; ability to drive safely; ability to understand and carry out basic oral and written directions; ability to maintain basic records and prepare basic reports; ability to file alphabetically and numerically.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: Possession of a driver license appropriate for the kind and size of motor vehicle to be operated.

R.C.D.P. (06.23.1995) 02.06.2015
Competitive