

CLERK AND COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level clerical work combined with courier duties. The clerical work primarily involves the processing of routine clerical tasks in accordance with established policies and procedures. 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 of a higher-level clerical employee or an administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and processes basic records of transactions as well as motor vehicle mileage and fuel consumption, time, date, and place of deliveries and/or pickups;
Provides routine information to the general public;
Issues copies of requested documents and collects fees;
Labels and files reports, correspondence, memoranda and other documents;
Checks, matches and assembles forms, documents and related data for further processing;
Prepares basic reports from assembled data;
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 answer and place telephone calls to request and give routine information;
May issue form letters and notices;
May operate a variety of office machines in the performance of clerical work, such as photocopiers, fax machine, scanners, data entry, word processing, 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 maintain cooperative working relationships with others; 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 valid motor vehicle license appropriate for the kind and size of motor vehicle to be operated.