

DRIVER/COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe and economical operation of a motor vehicle involved in the delivery of mail, supplies and materials or in performing various errands essential to the operation of an office or agency. Transporting of passengers may also be required. The incumbent performs routine clerical, chauffeur or related duties when not picking up or making deliveries. Work is performed under general supervision according to set procedures.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Operates a motor vehicle delivering supplies, mail, etc. to component school districts, offices or agencies;

May process outgoing mail including the operation of a postage meter;

May collect mail and correspondence from offices;

Makes special deliveries as assigned;

May assist in the sorting of mail, including packaging and addressing for delivery;

Transports and makes bank deposits and withdrawals as directed;

Performs routine mailroom work as required;

Dispenses supplies to offices as required;

May be required to transport agency clients or school students on a regular schedule or on special occasions;

Checks operating condition of motor vehicle and reports any defects to immediate supervisor;

May assist in fueling of vehicles and minor repairs of automotive equipment.

DRIVER/COURIER**Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; and good judgment.

MINIMUM QUALIFICATIONS: Possession of an appropriate class Motor Vehicle Operator's License.

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Created: February 4, 1982

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

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