

COURIER/CLERK
Albany Housing Authority (Part Time)

DISTINGUISHING FEATURES OF THE CLASS: This position performs routine courier and clerical work under the direction of the Assistant Director of Development Operations. Work is performed within an established system and procedures. Independent judgment is exercised in applying the procedures. Work is reviewed through analysis of projects and through discussions or problems encountered.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Delivers and picks up mail at all Albany Housing Authority Developments and site office locations;
- May deliver and/or pick up business correspondence at other locations of vendors or officials doing business with the Authority;
- Provides courier services to other departments with the Albany Housing Authority such as distribution of inter-office correspondence, mail, supplies and packages of various sizes;
- Picks up and delivers at special or routine locations on a daily basis when required;
- Performs general clerical tasks such as sorting and filing mail when needed;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic Agency practices and procedures;
- Good driving record;
- Ability to understand and follow detailed oral and written instructions;
- Ability to organize mail for delivery;
- Accuracy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eighth grade education.

SPECIAL NOTE: A valid NYS Driver's License and use of a privately owned vehicle is required at the time of appointment and for the duration of employment.