

COURIER(S)

DISTINGUISHING FEATURES OF THE CLASS: The work involves delivery and pickup of correspondence, packages, mail, etc., as the need arises during the daily transaction of business for the City of Albany, the City School District and the Albany Housing Authority. Work is performed at the request of a superior.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Delivers mail, packages, and inter-office correspondence;
- Assists in the preparation of mail for delivery;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the geographical of area of the City of Albany;
- Good knowledge of Federal, State, County and local governmental offices;
- Good knowledge of personal computers and office equipment (mail postage machines);
- Good sense of direction;
- Good communication skills;
- Ability to understand and follow detailed oral and written instructions;
- Neat appearance;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

NONE

SPECIAL NOTE:

Valid NYS Driver's License required at the time of appointment and for the duration of employment.

The terms of employment may require the use of an employee's vehicle for transportation.

NOTE:

This position may require light to medium lifting.

Approved: NYSDCS 3/24/03