

Civil Division: Oneida County Government
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 04/26/11

MAIL COURIER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to pick up and deliver incoming and outgoing mail. The work may also include the receipt and distribution of ordered items such as supplies, and occasionally equipment. Incumbents must be able to operate a van or other motor vehicle as a principle part of the position. The incumbent works independently under the general supervision of an Administrative Assistant. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a van or other motor vehicle;
Picks up mail at the post office and delivers it to various agencies;
Picks up and delivers interdepartmental mail and office supplies;
Delivers checks to the post office and other outlying agencies;
Assists in delivering surplus equipment to and from departments;
Assists in sorting in the mail room after mail runs;
Maintains vehicle and suggests needed repairs;
Keeps simple clerical records related to the work;
Performs a variety of errands.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to follow oral and written instructions; ability to read and write legibly; ability to lift heavy material and handle small packages; ability to get along with others; ability to drive safely and cautiously and have a good driving record; ability to work well under pressure.

MINIMUM QUALIFICATIONS: One (1) year of experience in the operation of a light motor vehicle such as a car, pick-up, panel truck or station wagon.

SPECIAL REQUIREMENTS: Possession of an appropriate, valid New York State Motor Vehicle operator's license at time of appointment. This license must be maintained throughout appointment.

Adopted: 03/31/89
Revised: 03/21/94, 08/03/99, 04/26/11

