

Jurisdiction: Oneida County
Jurisdictional Class: Labor
Revised: 7/14/98

MESSENGER (BOARD OF LEGISLATORS)

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for the safe and prompt delivery of documents and communications between the Board of Legislators and various departments or agencies. The work is performed under general supervision according to explicit oral or written directions. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Picks up daily mail, reports and communications from main office for delivery to various departments and agencies;
Delivers mail, memoranda, payrolls and time reports from various areas to County offices or the Board of Legislators;
Delivers material and supplies from district to district;
Performs miscellaneous clerical work;
May deliver confidential reports, notices and material for department head.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office practices; ability to follow confidential oral and written directions; good judgement; trustworthiness.

MINIMUM QUALIFICATIONS: Possession of a valid, appropriate level New York State Driver's License at the time of appointment.