

MESSENGER CLERK, 1111

Summary of Duties : Collects, sorts, and delivers mail, office documents, and light supplies and materials; sorts and shelves books and other library materials; acts as an attendant checking library materials at exits; performs routine, repetitive clerical tasks, including the operation of simple office machines; does relief receptionist work; may be required to lift large, moderately heavy boxes; and does related work.

Distinguishing Features : A Messenger Clerk performs duties related to picking up and delivering materials. The primary responsibility of an employee in this class is that of completing the assignment quickly and properly. In addition, an employee in this class normally performs some routine clerical work and operates simple office machines. Work assignments are in the nature of prescribed schedules or specific instructions. The duties performed are ordinarily of such a nature as to require the exercise of little or no independent judgment.

Examples of Duties : Collects, sorts, and delivers mail, office supplies, blueprints, packages, and other supplies and materials; wraps packages for mailing, weighs them, and determines correct postage, stuffs envelopes; runs errands;

Collects library books and magazines from tables and places them on shelves in proper numerical order; secures books and magazines from the library shelves as instructed; pastes card pockets, date slips, and other materials in library books; letters backs of books; fastens plastic covers on books; charges and discharges books; files book checks in alphabetical and numerical order;

May operate numbering machines, inserting and mailing machines, letter opening machines, staplers, mimeographs, hectographs, and other simple office and duplicating machines; may maintain simple files of papers and documents; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : General knowledge of office procedures and practices, together with the ability to do routine clerical work such as filing, sorting, and record keeping; a general knowledge of correct spelling and proper grammatical usage; the ability to learn the operation of common office machines such as hectograph, mimeograph, and stamping and postage metering machines; the ability to make simple arithmetical calculations; the ability to understand and follow written and oral instructions; and the ability to deal tactfully and effectively with the public and other employees.

Graduation from high school is desired. No experience is required,

however, a willingness to do routine clerical work is especially desirable.

License: A valid California driver's license may be required for some positions.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.