

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 11, 2021

COURIER - MAIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs routine tasks of a repetitive nature. Responsibilities include picking up, sorting, and delivering mail, packages, materials, supplies, and active, inactive, or archival records to various departments and agencies throughout the civil division. The incumbent drives department vehicles and when necessary his/her private vehicle to carry out the duties of the position. The work is performed under general supervision in accordance with prescribed practices and procedures. The incumbent exercises independent judgment in certain cases. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Picks up, receives, sorts and delivers mail/documents in or between departments and work-sites as assigned;
2. When assigned in a Niagara County Department, distributes active, inactive, and archival records in a timely manner under the direction of the Deputy County Clerk and the Niagara County Records Management Coordinator;
3. When assigned at Niagara County Community College, prepares documents relating to outgoing FedEx or common carrier shipments;
4. Picks up and delivers packages, materials, and supplies to appropriate department, office, or agency;
5. Sorts and posts out-going mail with the appropriate postage including bulk mailings;
6. Performs routine clerical duties such as filing, maintaining inventories, depositing cash and checks in bank accounts, delivering checks, and making minor purchases;
7. Maintains records related to performed tasks;
8. Operates standard office equipment including a personal computer in addition to postage equipment;
9. Operates county vehicles and private vehicle in accordance with applicable travel policies;
10. When assigned, assists in print shop tasks;
11. When assigned, runs miscellaneous errands;
12. When assigned, works in the Niagara County Inactive Records Storage Facility to assist with projects

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate a personal computer and modern office software at an acceptable rate of speed; ability to maintain confidentiality; ability to understand and follow simple verbal and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; dependability; mental alertness; neatness; tact and courtesy; ability to drive a motor vehicle; ability to lift weights in excess of fifty (50) pounds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and six (6) months of paid clerical experience.

NOTE: Paid part-time experience will be pro-rated. Completion of six (6) college credit hours in a business related field may be substituted for the experience requirement.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License and availability of a private vehicle in safe working condition to carry out the duties of the position at time of appointment and for the duration of employment