

**CITY OF SALEM
CLERK-MESSENGER**

**00040
20040
40040**

NATURE OF WORK

This is general messenger and clerical work of a repetitive nature with moderate difficulty and variety.

Work involves performing assigned deliveries and collection of correspondence. Positions of the general variety and complexity of this class emphasizing clerical duties correspond with the Office Assistant I classification specification. Supervision is received through specific assignments. This is not a full supervisory classification, however, incumbents may train or direct others in performing the work.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Collects and distributes USPS, UPS and interdepartmental mail to City, County and State agencies. May operate motorized vehicle in delivery responsibilities.

Applies postage to outgoing US and UPS Mail.

Maintains postage inventory using postage meters and USPS accounting methods.

Performs a variety of clerical duties involving posting, filing, typing, tabulating, calculating, checking and comparing forms.

Performs required data entry procedures for interdepartmental billing of mail charges.

Assists in rapid copy and microfilm areas as required.

Performs other related work as required.

WORK QUALIFICATIONS

Some experience of a general clerical nature; graduation from high school including or supplemented by courses in commercial subjects; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of location and personnel of municipal departments, as well as County and State agencies.

Knowledge of postal regulations and procedures or ability to acquire within a short training period.

Knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of modern office practices and procedures.

Skill in the use of the typewriter, computer, postage meter, folding and stuffing machines and transcribing equipment as required in selected positions.

Ability to learn and independently follow written and verbal instructions.

Ability to make computations and tabulations with speed and accuracy.

Ability to work independently, prioritize tasks and keep to a schedule of delivery services.

Ability to lift and move boxes of paper weighing up to 70 pounds.

Ability to maintain clerical records and to prepare reports from such records.

Possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Work is performed in a shop and field setting, requiring early morning and evening work hours, driving, walking and standing throughout the day. Work involves physical ability and dexterity sufficient to manipulate documents, mail, brochures, boxes and other products.

Personnel Director