

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 320

MESSENGER

GENERAL

Routine work processing, delivering and posting mail. Work is performed under general administrative direction with minimal supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Picks up outgoing mail. Sorts and weighs mail. Prepares and posts all outgoing mail. Operates postage meter and related mailing equipment.

Picks up mail at post office, sorts and delivers to departments within geographical locations in the City.

Dispatches outgoing mail.

Prepares reports of postage usage and submits to Finance Department.

Picks up, sorts and delivers inter-office correspondence to respective departments within the City.

Performs other job related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Good working knowledge of the alphabet and numbers. Ability to follow and understand oral and written instructions. Ability to communicate effectively with the public and communicate effectively orally and in writing. Ability to work alone with minimal supervision. Ability to drive a vehicle.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Must have a valid Florida Drivers License. Must be bondable.

PHYSICAL REQUIREMENTS

Physical position involving frequent to light lifting up to 10 lbs. and occasionally up to 20 lbs., climbing, kneeling, crouching, reaching, standing, walking, pushing and grasping. Ability to drive vehicle. Specific abilities include hearing, talking, seeing and reading. The noise level in this environment is usually quiet in an inside office setting and sometimes moderately loud when using the mail equipment. There is also outside exposure to all weather conditions when making mail pickups and delivery.

SPECIAL REQUIREMENTS

None.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.