

**NASSAU COUNTY**  
**VILLAGES**  
**CLASS SPECIFICATION**

**Title : MESSENGER**  
**Code: 010010 AAK**  
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**GENERAL STATEMENT OF DUTIES**

Delivers all types of mail and other materials; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, the duties require the use of limited judgment in the delivery of all types of mail and other materials.

**TYPICAL DUTIES**

- \* 1. Delivers all types of mail and other materials.
- 2. Stamps and prepares packages, printed matter, and other outgoing material for mailing.
- \* 3. Receives and delivers office messages, mail packages, and other materials, on established schedule or special assignment.
- \* 4. Operates mail opener, copying machine and postage meter machine.
- \* 5. Takes money to bank for deposit.
- 6. Operates light panel truck or passenger vehicle, as required.
- 7. Assists in the distribution of supplies or in keeping inventory of stock.

**\*TYPICAL ADA ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

- 1. Ability to lift heavy objects up to sixty pounds.
- 2. Ability to follow oral and written instructions.
- 3. Ability to safely operate assigned equipment.
- 4. Ability to operate automotive vehicles.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Completion of tenth grade education,  
or  
One year of paid satisfactory working experience.

**Necessary Special Requirement**

Possession of an appropriate class, valid driver license issued by the State of New York may be required by the appointing authority.

Salary: \$36,935

If interested, submit application & resume to  
Human Resources, Attn: Mary Schmeling by  
Wednesday, June 22, 2016.