

**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

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are 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 related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Must be bondable.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. 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. 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.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 16/42

Location: General Services Department

GERS: Regular Class