

BENCHMARK POSITION NUMBER: 1 CLASSIFICATION LEVEL: 1  
SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: \_\_\_\_\_  
POSITION TITLE: MESSENGER SUPERVISOR'S TITLE: \_\_\_\_\_  
POSITION NUMBER: \_\_\_\_\_ SUPERVISOR'S LEVEL: \_\_\_\_\_

SUMMARY

Under the supervision of the clerk in charge of the mail room, provides messenger services for various sections of the post; and performs other duties.

DUTIES% OF TIME

- (1) Provides messenger services in accordance with established procedures and work schedules by: 100%
- delivering and collecting outside the Chancery, items and material such as invitations, messages, travel tickets, mail, periodicals, parcels, supplies and movie material,
  - assisting in clearing and collecting parcels at Customs,
  - taking registered mail, packages and the postage meter to the local Post Office,
  - sorting material for delivery according to locations on established delivery routes, within the chancery,
  - delivering files, memoranda, mail and other material to sections and staff, using a hand cart when large quantities are involved,
  - collecting material at delivery points for circulation to other locations or for return to central registry,
  - collecting unclassified mail at prescribed intervals for processing and dispatch.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date