

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

- | | |
|--|-------------|
| <p>(1) <u>Provides messenger services in accordance with established procedures and work schedules by:</u></p> <ul style="list-style-type: none"> - 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. | <p>100%</p> |
|--|-------------|

Incumbent

Supervisor

Date

Date