

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 13, 2015

COURIER - INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level clerical work which involves such routine tasks as picking up, sorting and delivering of mail, packages, materials, and supplies to various agencies throughout the District or Department. Tasks are of a repetitive nature but involve independent judgment in certain cases. The majority of the incumbent's time will be spent performing courier duties while the remaining quarter of time will be devoted to the maintenance of inventory. Although, the incumbent is responsible for adhering to New York State Records Retention and Disposition Schedules, this is not a records management position. The incumbent routinely lifts boxes, packages, and containers weighing at least fifty (50) pounds. The work is performed under general supervision in accordance with definitely prescribed practices and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Picks up, receives, sorts and delivers mail/documents in or between departments and work-sites as assigned;
2. Picks up and delivers packages, materials, and supplies to appropriate departments;
3. Routinely lifts boxes, packages, and containers weighing at least fifty (50) pounds;
4. Sorts and posts out-going mail with the appropriate postage;
5. Performs routine clerical duties such as filing, maintaining inventories, depositing cash and checks in bank accounts, delivering checks, and making minor purchases;
6. Maintains records related to performed tasks;
7. Operates standard office equipment in addition to postage equipment;
8. Receives, stores and maintains inventory of large quantity Operations supplies and equipment purchases;
9. Updates and maintains inventory of all District or Department equipment, supplies, property and records according to New York State Records Retention and Disposition Schedules;
10. Disposes of district or department records in accordance with minimum retention record periods;
11. May be required to perform incidental clerical/computer work as related to the position;
12. May be required to perform minor maintenance and cleaning duties such as snow shoveling, salting walks, grass cutting, weeding and maintenance of flowers and shrubs and other cleaning/minor maintenance duties as may be assigned by administration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of New York State Records Retention and Disposition Schedules; working knowledge of microcomputers and software programs utilized in the performance of duties; basic computer skills; ability to understand and follow simple verbal and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; dependability; mental alertness; neatness; tact and courtesy; ability to drive a motor vehicle; ability to lift at least fifty (50) pounds; familiarity with postal service mailing equipment and methods; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle License at time of appointment and throughout the duration of employment

This title replaced Stock Clerk in Niagara County