

Spec. Code: 2659
Occ. Area: 04
Work Area: 214
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 01/29/97

MESSENGER

Function of Job

Under direct supervision from a designated supervisor, to perform messenger duties and simple clerical work.

Characteristic Duties and Responsibilities

1. receives and delivers supplies for departments
2. carries and shelves books
3. keeps simple records
4. cleans office equipment
5. checks supplies
6. does errands
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

MessengerEdited