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