

CITY OF BURBANK

MESSENGER - BILL DELIVERER

DEFINITION

Under supervision, to prepare for delivery and deliver light and water bills and notices; to pick up and deliver departmental mail and do general messenger work; to do routine clerical work; to do related work as required.

ESSENTIAL FUNCTIONS

Collects and delivers to City Departments correspondence, articles, files, records, documents and general subject matter; assists in receiving, opening, time stamping, sorting, routing and delivering in-coming mail; prepares utility bills and notices for delivery; operates inserting machine and mailing machine; delivers bills and notices to postal service and/or residences; maintains record of postage; operates machines and devices; does routine clerical work; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - Basic office methods and office equipment; alphabetizing, indexing and filing methods
- Skills in - Good physical condition.
- Ability to – Assigned messenger and office tasks quickly and accurately; understand and follow oral and written directions; establish and maintain effective working relationships with superiors, fellow employees and the public.

Age: Applicants must be at least 17 years of age by the last day for filing applications.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.