



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Messenger (City Hall)
DEPARTMENT/DIVISION:	Public Works Department/City Property
PAY GRADE/HOURS:	Grade M0 27.5-hour work week
UNION:	Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under general direction, the Messenger sorts and delivers all incoming U.S. mail and interoffice correspondence as addressed, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Sorts and distributes all mail and correspondence throughout City Hall and related departments.
- Picks up and distributes interoffice correspondence throughout the day.
- Prepares outgoing mail for mailing machine.
- Performs other related duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Thorough knowledge of all departments and divisions within City government; ability to read and understand addresses and memorandums; ability to work well with both fellow employees and supervisors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.