

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001168
Grade 12**

DRIVER/CLERK

DEFINITION OF CLASS:

This work involves a variety of duties such as pick up, transport, sorting, delivery, unloading and unpacking of books, films, and other media and materials for the Department of Public Libraries; or of merchandise and supplies between the various retail outlets, and between the warehouse and retail outlets for the Department of Liquor Control. Work also may include checking supply orders in and out, stocking shelves, and clerical work associated with the receipt of materials and/or merchandise. Contacts are primarily with other employees of the County Government and other County and Federal agencies, for the purpose of picking-up and delivering books, films, records, supplies, merchandise, monies and other materials. The work requires providing limited, direct public service or assistance to the general public.

An employee in this class is responsible for: operating a truck or van for the purpose of transporting library materials and supplies between branch libraries and other County, State and Federal agencies; or merchandise and supplies between and among retail outlets and the DLC warehouse using a personal computer to maintain records of daily activities, such as pick-ups, deliveries and mileage; and transporting money from branches to the Administrative Office, or from DLC stores to the bank. Work is regularly assigned by an employee's supervisor who provides specific guidance and instructions concerning work methods and procedures to be used. Employees proceed on their own initiative in carrying out assignments, but refer to the supervisor for assistance in unusual situations not covered by instructions. Work is performed in strict accordance with specific departmental policies and procedures and State Motor Vehicle Operator's laws. The complexity of this class of work is characterized by several tasks and processes associated with driving and delivery type services. The employees must accomplish a demanding daily delivery-pick-up schedule on heavily congested roadways. An employee's completed work affects the availability of materials, merchandise, and/or supplies to other branches, retail stores and, ultimately, the public. Employees are regularly required to work outdoors with exposure to cold, heat and rain while picking-up and delivering materials, merchandise, and/or supplies. The work involves some risks when operating the hydraulic lifts and/or hand trucks, for which employees wear safety shoes and follow proscribed procedures. The regular pick-up, security and delivery of merchandise and money from the branches to the main office or between retail outlets, the warehouse, and bank require that employees take precautions and safeguards during stops. The work requires medium physical effort such as recurring lifting, loading and unloading of books, merchandise, and/or other materials using hydraulic lifts, hand trucks, or by pushing and/or rolling large tubs of books and materials.

EXAMPLES OF DUTIES: (Illustrative Only)

- Operates truck/van to pick up and deliver books, films, merchandise, supplies, and other materials between County, State, and Federal agencies, the DLC warehouse, and retail outlets.
- Sorts and distributes incoming and outgoing books, films, records, merchandise, and supplies.

- Receives, unloads, and unpacks shipments of new library supplies/materials.
- Checks shipping invoice against delivered shipment to verify quantities received.
- Makes visual check of and services vehicle, filling gasoline tank and checking oil and tires. Schedules appointments for periodic maintenance of trucks, delivers truck to the maintenance shop, keeps records of maintenance, orders and picks up replacement trucks as needed.
- Loads and unloads vehicle to assure safe transportation of materials and merchandise, and maximum efficiency at a designated sequence of stops.
- Picks up supplies, fills supply orders from request lists, and makes deliveries.
- Receives, sorts, and distributes U. S. and inter-office mail.
- Makes special deliveries to libraries in other jurisdictions.
- Transports money from the branches to the administrative office for verification of receipt, and carries to bank for deposit. Tracks and secures the handling of money pouches while in transit. Picks up and transmits to central office the daily banking deposit receipts.
- May instruct new personnel and/or substitutes in delivery practices and procedures.
- Performs general clerical duties, e.g., answering telephone, receiving and processing supply orders, maintaining records, filing, using a personal computer to read and respond to emails, or running a cash register at a retail outlet.
- Performs routine maintenance and repair of book delivery tubs.
- Follows daily traffic reports to determine traffic congestion impacting delivery route.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State of Maryland laws governing motor vehicle operation.
- Ability to rapidly acquire knowledge of: the techniques involved in loading and unloading merchandise from trucks; the proper care and maintenance of light duty commercial vehicles; and the streets and roads of the County and the State.
- Ability to operate a truck/van.
- Ability to use a personal computer.
- Ability to file materials in alphabetical order and retrieve such materials from files.
- Ability to understand and follow verbal and written instructions.
- Ability to deal courteously, tactfully and effectively with others.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience operating light automotive equipment, such as a delivery truck and/or step van.

Education: Ability to read and write in English.

Equivalency: None.

Physical Abilities: Have sufficient physical strength to push/pull large carts/tubs of books weighing up to 200 pounds; or lift boxes of merchandise weighing up to 100 pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: September 1976

Revised: March 1979

October 1983

June 1984

March 1987

May 1989

Classification Study: April 1992 (M)

Classification Study: December 2002 (M)

Classification Study: March 2007 (M)

March 2008

August 2013