

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

**Code No. 009252
Grade 7
FLSA: N**

MESSENGER-CLERK

DEFINITION OF CLASS:

This is messenger work involving pickup, sorting, and delivery of written materials, office supplies, cleaning supplies, packages, and cases of materials such as alcoholic beverages. Contacts are mainly with other County employees for the purpose of giving or receiving information about routine matters. An incumbent provides limited assistance to the public.

An employee in this class sorts papers, computer printouts and other materials and performs routine pick up and delivery work between County facilities and infrequently between County facilities and vendors. Recurring assignments are performed independently, under the general supervision of a higher level employee. New or unfamiliar situations are referred to the supervisor for assistance. Employees in this class receive new work assignments through specific oral and written instructions. The work consists of duties that are clear cut and directly related and proper performance facilitates the work of other County employees. Work is reviewed and evaluated for the timeliness of pick-up and delivery tasks. An employee makes continuous deliveries in all types of weather, and medium physical effort is involved in the occasional lifting and carrying of objects up to 60 pounds.

EXAMPLES OF DUTIES: -(Illustrative Only):

- Operates a light motor vehicle or van to pick up and deliver materials such as computer printouts, written materials, office supplies, cleaning supplies, and other related items.
- Keeps logs of material delivered.
- Stocks materials in appropriate storage areas.
- Fills supply orders and delivers supplies.
- Notifies appropriate personnel to replenish supplies.
- Delivers cases of materials such as alcoholic beverages between County facilities.
- Makes visual check of and services vehicle, filling gasoline tank and checking oil and tires.
- Takes vehicle in for servicing at appropriate intervals.
- May instruct new personnel in general messenger duties.
- May perform routine clerical duties of a general nature as assigned.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State of Maryland laws governing motor vehicle operation.
- Ability to operate a light motor vehicle or van.
- Ability to acquire knowledge of the streets and roads of Montgomery County.
- Ability to read, to identify, and to sort materials.
- Ability to understand and carry out verbal and written instructions.
- Ability to perform limited clerical tasks.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write in English.

Physical Ability: Ability to lift, carry and store boxes of material weighing up to 60 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 or promoted to 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. Positions assigned to Fire and Rescue require Core Exam with Drug/Alcohol Screen.

Class Established: March 1979

Revised: December 1985

Classification Study: December 1989 (M)

Classification Study: June 2005 (M)

August 2013

Revised (Medical Protocol): February 2022