

## CITY OF OMAHA CLASS SPECIFICATION

No. 5010

### CLERK MESSENGER

#### NATURE OF WORK

This is clerical and messenger work performing delivery, mailroom, and related duties.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties as listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)

Picks up, sorts, and delivers mail to all general delivery points.

Picks up, loads, and delivers supplies, documents, and other items.

Picks up, signs for, and transports from the Police precincts to the Police Evidence Storeroom items of an evidentiary or custodial property nature and maintains the chain of custody.

Maintains fuel and lubricant levels in assigned vehicles, and at prescribed intervals takes them in for routine maintenance.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn repetitive tasks.

Ability to write legibly.

Ability to make emergency changes in daily schedules.

Ability to understand written or oral instructions.

Ability to sit and lift from 51-75% of the time, to bend, stoop, squat, walk, push, and pull from 26-50% of the time, and to kneel and stand from 0-25% of the time.

Ability to use in excess of fifty (50) pounds of force up to 33% of the time to move objects, in excess of twenty (20) pounds from 34 to 66% of the time, and in excess of ten (10) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Graduation from the eighth grade or any equivalent combination of training and experience.

High school diploma or its equivalent is preferred.

SPECIAL QUALIFICATIONS

Must possess a valid motor vehicle operator's license.

Depending on the department to which an incumbent is assigned, he or she may be required to submit to a background check.

WORKING CONDITIONS

Work involves constant movement into and out of buildings and vehicles in all weather conditions.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Two Wheeled Dolly  
City Owned Vehicle

Approved: 12/17/92  
10/29/98  
8/31/00  
3/22/01