

## DELIVERY CLERK

### NATURE OF WORK

This is city-wide collection and delivery work performed for an assigned department or division.

Work involves performing a variety of duties including collecting and delivering books, supplies, mail, funds, equipment and data processing reports to various locations throughout the city. Work also involves maintaining an inventory of supplies in a storeroom; receiving shipments and verifying items received against the invoice; and retrieving and storing various items used frequently in the performance of divisional/departmental functions. Work also may involve assisting custodial staff with a variety of routine tasks and performing routine vehicle maintenance. Supervision is received from a superior with work being reviewed in the form of the effectiveness and completeness of tasks performed.

### EXAMPLES OF WORK PERFORMED

Collects and delivers a variety of items including books, supplies, mail, equipment and data processing reports for a specific department or division and distributes to various locations throughout the city.

Maintains vehicle including fueling, cleaning and arranging for repairs; keeps accurate mileage records.

Maintains an inventory of supplies in a storeroom; receives shipments of supplies and verifies items received against invoice.

Retrieves and stores various items used frequently in the performance of divisional/departmental functions.

May assist custodial staff in the performance of various routine cleaning and maintenance duties.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of all laws and regulations pertaining to the operation of motor vehicles.

Some knowledge of the city street system.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with employees, vendors, suppliers and the general public.

Ability to operate a motor vehicle safely and in accordance with existing laws and regulations.

MINIMUM QUALIFICATIONS

Graduation from high school and six months of experience in routine supply and materials collection and delivery work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle when deemed necessary by the appointing authority.

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