

Specification for Class of

DRIVER MAIL CARRIER

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs mail carrier duties involving the pick up and delivery of mails including extensive operation of motor vehicle equipment.

Distinguishing Characteristics: Positions in this class involve the operation of a van, station wagon or sedan used to deliver and pick up mail outside the mail headquarters; at least fifty percent of the time must be spent in this capacity.

Typical Work

Operates a delivery van, station wagon or passenger sedan in picking up and delivering Federal mail, State inter- and intra-agency mail, passengers, monies, checks and negotiable instruments, parcels, packages, supplies and equipment;

Classifies, breaks down, sorts and segregates into efficient delivery order, various items of mail parcels and packages, both while in transit between scheduled service points as well as in the mail headquarters;

Undertakes security measures to safeguard, while in transit and in delivery of, items such as cash, money orders, drafts, checks, confidential documents and mail, traces and locates misdirected mail and other items;

Reviews mail service procedures relating to assigned routes in respect to improving the scheduled times, providing faster or more satisfactory service, and reports recommendations to supervisors;

Inspects assigned vehicle for legal and safe operation, reports deficiencies, performs minor or emergency service or repairs to keep assigned vehicle functional;

In the course of assigned duties, provides directions and assistance to persons relating to the location of various agencies, offices or personnel;

May take the lead on a two-person team;

Performs other work as required.

Knowledge and Abilities

Knowledge of: mail handling, sorting and delivery techniques; operation of delivery van, station wagon and passenger vehicles; State motor vehicle laws; rules pertaining to State vehicles and related equipment; emergency servicing and/or repair of vehicles.

Ability to: physically handle, sort and deliver mail, parcels and packages which may involve lifting and bundling; operate and perform emergency service to vehicles used in this employment; use judgment in safeguarding the transport and delivery of valuables; maintain suitable appearance consistent with the duties of this employment; maintain courteous and effective relationship with mail service users and the general public.

Minimum Qualifications

Graduation from high school.

AND

Possession of a valid unrestricted motor vehicle operator's license.

Clerical, messenger, or vehicle driver experience may be substituted for education on a year-for-year basis.

Note: Successful candidates for this position may be required to obtain an endorsement on their basic drivers license as required by motor vehicle law.

New class

Effective December 1, 1969

Revised September 7, 1973

Title change (formerly Driver Mailman), general revision

Revised May 11, 1990

Revises minimum qualifications