

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
AUTO MESSENGER II - 1194

DEFINITION:

Under general supervision, to operate specialized software to track deliveries; to drive an auto or light truck in performing routine messenger service among City departments and outlying locations and agencies; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is assigned to departments where an Auto Messenger II performs clerical functions such as entering, modifying, updating, and querying information using specialized software to track deliveries; while an Auto Messenger I performs tasks where the scope of work is limited to the actual delivery of United States mail, plans, books, or legal documents.

*** EXAMPLES OF DUTIES:**

- Operates specialized software to qualify United States mail for discounts by presorting, weighing, and sizing United States mail for City departments;
- Picks-up, sorts, and delivers United States mail and interdepartmental communications;
- Tracks United States mail billing for City departments;
- Picks-up requisitioned items from local vendors and City storerooms;
- Keeps a record of special delivery, registered, and certified mail;
- Operates specialized software to track deliveries; to determine if mailing addresses are registered with United States Postal Service; to sort addresses in sequential order; to design layout envelopes for mailings; and to print envelopes for mass mailings;
- Accounts for petty cash;
- Makes purchases from petty cash funds;
- Logs and tracks plan submittals and re-submittals in an automated project tracking system;
- Generates specific tracking reports to verify accuracy of billing information.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Auto Messenger I with the City of San Diego. Possession of a valid California Class C Driver's License may be required.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**