

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AUTO MESSENGER I

DEFINITION:

Under immediate supervision, 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.

*** EXAMPLES OF DUTIES:**

- Drives an automobile or light truck;
- Picks up, sorts, and delivers United States mail and interdepartmental communications;
- Delivers City water bills to the United States Post Office;
- Picks up requisitioned items from local vendors and City storerooms;
- Keeps a record of special delivery, registered, and certified mail;
- Makes purchases from petty cash funds;
- Accounts for petty cash;
- Operates mail metering machine;
- May transport City personnel on an assigned schedule;
- Performs simple clerical duties.

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 Announcement for updated minimum qualifications.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * **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.