

## **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 U.S. mail, plans, books or legal documents.

##### **\* EXAMPLES OF DUTIES:**

- Operates specialized software to qualify United States mail for discounts by presorting, weighing, and sizing U.S. mail for City departments;
- Picks up, sorts, and delivers United States mail and interdepartmental communications;
- Tracks U.S. 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 U.S. Postal Service; to sort addresses in sequential order; to design layout envelopes for mailings; 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 Announcement for updated minimum qualifications.

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 License is 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.