

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MESSENGER CLERK

Position Code: K5805

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs clerical and messenger work requiring a degree of decision making on minor work decisions; may operate simple duplicating machines or office equipment; may exercise limited supervision over other employees.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives mail and parcels from Post Office and various state agencies; opens, time stamps, sorts and distributes mail; maintains record of postage charges and registered mail.
2. Prepares mail and packages for mailing or delivery; weighs and determines amount of postage; delivers mail to Post Office; delivers messages and parcels to various state agencies; maintains record of outgoing mail.
3. Files record, reports, correspondence and other materials according to relatively complex filing system.
4. Opens, receives and examines office supplies against requisitions for correctness; distributes supplies; maintains perpetual inventory records; maintains cleanliness and order of stockroom.
5. Occasionally operates, maintains and effects minor adjustments to duplicating machines or other office equipment.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school.

Knowledge, Skills and Abilities

Requires working knowledge of office practices and procedures.

Requires working knowledge of the location of various state offices.

Requires ability to maintain effective working relationships with other employees.

Requires ability to maintain simple clerical records.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

MESSENGER CLERK (Continued)

Approved by the Secretary of State Merit Commission - September 15, 1981

Effective – 11/15/07

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Name & Number Checking
 Public Relations
 Filing & Alphabetizing
 Working with Others
 Reading Comprehension
 Applied Reasoning
 Vocabulary
 Following Written Instructions
 Arithmetic

Length of Eligibility: 1 year