



JOB DESCRIPTION: MESSENGER / DRIVER

WHO WE ARE

Monroe County Water Authority is a not-for-profit public benefit corporation that reliably provides quality, affordable water to foster economic vitality and enhanced quality of life for Monroe County and area communities who request service. Currently serving over 700,000 people in Monroe and its six adjacent counties, MCWA produces and delivers an average of 60 million gallons of water each day.

WHAT WE OFFER

- \$23.46 - \$32.58/hour
- Full-time position
- Health insurance
- Dental insurance
- Life insurance
- Paid vacation
- 13 paid holidays per year
- Five personal days
- Deferred compensation plan
- New York State Employees Retirement System

TYPICAL WORK ACTIVITIES

- Hand delivers and receives interdepartmental mail
- Hand delivers materials and packages
- Sorts all incoming United States interdepartmental and intergovernmental mail
- Processes outgoing United States Postal Service mail, determining appropriate mailing class and postage requirements
- Maintains record of special service requests such as insured, certified, registered, and C.O.D. mail, and the various class of mail
- Operates various machines associated with mailroom operations, such as mailing machine, electronic postal scale and letter opener, signature machine
- Maintains simple records
- Performs simple filing
- Maintains physical inventory of office supplies and orders when needed
- Other duties as assigned

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma.