

Mahopac Central School District

**179 East Lake Boulevard
Mahopac, New York 10541
Phone: (845) 628-3415
Fax: (845) 628-5502**

POSTING

FROM: Human Resources Office
DATE: January 10, 2020
SUBJECT: Posting of Temporary Position

The District is seeking candidates for the following position:

Courier (TEMPORARY)
Monday through Friday, 4 Hours Per Day
Beginning: Week of January 27, 2020
Ending: On or about May 1, 2020
Salary as per USWOM Bargaining Agreement

Interested and qualified candidates should submit a letter of interest with a resume by **3:00 P.M., FRIDAY, JANUARY 17, 2020** to the Office of Human Resources, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541 or via email to lynchl@mahopac.org

The Mahopac School District is an equal opportunity employer.

Putnam County Civil Service Job Specifications

cc: **Building Principals – PLEASE POST**
District Office – PLEASE POST
Head Custodians – PLEASE POST
Sandra Clohessy, Assistant Superintendent for Business
Anthony DiCarlo, Superintendent of Schools
Mary Fowler, MTAA Unit
Ken Jones, USWOM Unit
Debra Legato, Assistant Superintendent for Human Resources
Thomas McMahon, MTA Unit
Dagoberto Miranda, UPSEU Monitor Unit
Lynne Mongon, UPSEU Administrative Unit
John Russell, UPSEU Supervisory Unit
Leonor Volpe, Transportation Supervisor

COURIER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work requiring skill in the operation of a motor vehicle and a responsibility for collection, transportation and delivery of materials. When not performing Courier duties, employees may be assigned incidental routine duties of any beginning level job not involving special skills or knowledge; however, any such nonCourier duties which properly fall within a competitive or noncompetitive class position must be limited to occasional assignments. Work is performed under direct supervision of higher level school district staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates light motor vehicles; Collects, delivers and distributes mail, messages, food supplies, stationery and other materials; Checks vehicle for safe and economical operation; Keeps simple records on motor vehicle operations, such as mileage, fuel consumption; May deliver bank deposits; May perform routine maintenance on vehicles, e.g., washing, cleaning and tire changes; May occasionally assist in cleaning, routine maintenance, clerical office machine or other work of a simple nature; Performs a variety of related activities as required. Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation, maintenance and care of light motor vehicles; ability to drive safely and skillfully; ability to follow simple oral and written instructions; ability to maintain simple records and make simple reports; ability to work well with others; tact and courtesy.

MINIMUM QUALIFICATIONS: One (1) year of experience in driving a motor vehicle.

SPECIAL REQUIREMENT: Access to transportation is required to perform field work responsibilities in a timely and efficient manner.