

GREENE COUNTY HUMAN RESOURCES
411 Main Street, Catskill, New York 12414
Phone: (518) 719-3775 ~ Fax: (518) 719-3772
hr@greencountyny.gov

NOTICE OF VACANCY

DEPARTMENT: BUILDINGS & GROUNDS
JOB TITLE: MAILROOM DRIVER/MAINTENANCE LABORER
HOURLY RATE: \$19.96 (Grade 7, Step 0)
POSTING DATE: AUGUST 4, 2025
DEADLINE: AUGUST 10, 2025

This is routine work involving the responsibility for the receipt, handling, sorting, and processing of incoming and outgoing mail, as well as performing a variety of manual unskilled and skilled tasks related to the activities of building cleaning, ground maintenance and general custodial duties in public buildings and its surrounding areas. Work is performed under general supervision in accordance with a well-established routine. Does related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of mail techniques and equipment; Working knowledge of rough carpentry, mechanical work repair, rough painting, or other construction, custodial, or maintenance trades; Ability to perform semiskilled manual tasks without continuous supervision; Ability to learn mechanical skills and methods; Ability to understand and carry out verbal and written directions; Manual dexterity; Reliability; Honesty; Good judgement.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year experience as a laborer or helper in one or more of the mechanical, custodial, or construction trades.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment, which must be maintained throughout employment.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and a drug screen.