

Greene County Building & Grounds Department Job Announcement: **MAILROOM DRIVER/MAINTENANCE LABORER**

HOURLY RATE: \$19.96 (Grade 7, Step 0)

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, ABILITIES & PERSONAL CHARACTERISTICS:

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 of 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 is required at the time of appointment, which must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you **meet the minimum qualifications for this position.** You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414, or hr@greenecountyny.gov.

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 drug screen or face disqualification.