

**COUNTY OF SUFFOLK
NEW YORK**



POLICE DEPARTMENT

GERALDINE HART

ACTING POLICE COMMISSIONER

The Police Department has a vacancy for a **Courier** located in the Communications and Records Bureau located at Police Headquarters in Yaphank, NY.

Starting salary is \$32,018 and the work schedule is Monday through Friday, 37.5 hours a week, rotating one week 7:00 a.m. – 3:00 p.m. and one week 7:30 a.m. – 3:30 p.m.

All applicants should possess a good knowledge of the following typical work activities:

- May process mail through the central county mailroom servicing a majority of county departments.
- May pick up and deliver large amounts of mail to several county departments; answers routine questions related to mail processing.
- May transport high priority checks, certificates and mail to and from all county departments.
- May deliver subpoenaed or other confidential files to Administration, legal departments or courts.
- May pick up, deliver certified, registered or regular mail, and insure its prompt delivery.
- Performs routine clerical tasks as required.
- May perform a variety of tasks involving the use of specialized machines related to mail processing.
- Performs minor maintenance for assigned vehicle by checking gas, oil, tire pressure and general running condition.

As per Civil Service, the minimum qualifications for this position are:

Either:

- a) Graduation from high school or possession of a high school equivalency diploma and either:

Two (2) years of driving experience as a messenger, courier, or other paid driver responsible for the transport of passengers or materials; or,

Two (2) years of experience as a Driver Messenger

Must possess the appropriate New York State driver's license and maintain such license throughout employment of this title.

Suffolk County Civil Service will determine if minimum qualifications are met.

Any qualified candidates who are interested should either send completed application to the S.C.P.D. Personnel Section by email (jean.quaranto@suffolkcountyny.gov) or contact them by telephone at 631-852-6328 for further information.



ACCREDITED LAW ENFORCEMENT AGENCY
Visit us online at: www.suffolkpd.org
Crime Stoppers Confidential Tip Hotline: 1-800-220-TIPS
Non-Emergencies Requiring Police Response - Dial: (631) 852-COPS
30 Yaphank Avenue, Yaphank, New York 11980 – (631) 852-6000

