



## Job Description

**JOB TITLE:** Courier  
**PAY GRADE:** CL 15  
**LAST REVISED:** January 2012

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision of the General Services Manager, provides a wide variety of courier services for the District; picks up and delivers mail, supplies and equipment to and from various District locations; and ensures safe and proper handling and transport of District items.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Collects and delivers parcels, office supplies, campus mail, confidential documents, payroll, printed reprographic materials and other materials on a scheduled route and by special arrangement among all District locations. This includes collecting monies from District parking meters, transporting, in a sealed box, and delivering to the appropriate location.
2. Picks up prepared bank deposit deliveries from the Business Services Department and delivers to various area banks and ensures the return of receipts of deposits to the Business Services department.
3. Picks up and delivers entrusted monies to and from various District sites both on and off campus; delivers to the Business Services Department for processing.
4. Picks up, sorts, and delivers District incoming and outgoing mail for posting at various local area post offices; signs for and delivers certified and registered mail to and from the post office.
5. Operates a personal computer to update addressee listings in computerized databases, making changes and deletions and otherwise maintaining accuracy of databases.
6. Picks up and delivers various documents and materials to the Placer County Office of Education (PCOE).
7. Safely operates District vehicles and forklifts in the performance of assigned duties; drives to miscellaneous off-campus sites, in inclement weather conditions and ensures adherence to established traffic laws; demonstrates courteous and safe driving techniques.
8. Functions as primary backup for District mail room operations by receiving, sorting, and distributing incoming U.S. mail and inter-campus mail.
9. Functions as backup for District warehouse operations by picking up and delivering photocopier paper, office supplies, and furniture to various District locations; picks up supplies and equipment that have been designated as surplus and transports to appropriate locations.
10. May train and provide work direction to assigned student workers and temporary help as assigned.
11. Performs related duties as required.



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**QUALIFICATIONS** - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

General and specialized safety precautions for lifting and transporting materials.  
Basic warehouse and mail distribution methods.  
Safe and courteous vehicle operation, including forklifts.  
Basic mathematical concepts.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Work organization principles and practices.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Occupational hazards and standard safety practices.

**Ability to:**

Drive safely and courteously and meet delivery schedules.  
Safely operate forklifts.  
Lift mail bin and packages up to 60 lbs. on a regular basis.  
Safely handle and transport cash, checks, and other types of funds.  
Evaluate and prioritize workload and schedule routes to optimize deliveries.  
Work independently and collaboratively with internal and external customers.  
Ensure adherence to safe work practices and procedures including safe lifting techniques.  
Understand and follow oral and written instructions.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of experience in a courier or mail distribution capacity.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed by traveling from site to site for the pick up and delivery of various District supplies, mail and other equipment; exposure to dust, smoke, fumes, inclement weather, noise and traffic.



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**Physical:** Primary functions require sufficient physical ability and mobility to operate a District vehicle to pick up and deliver supplies; to stand or sit for prolonged periods of time; to walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight; to operate vehicles, forklift and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.