

**JOB TITLE:** Courier  
**PAY GRADE:** CL 15  
**LAST REVISED:** July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **SUMMARY DESCRIPTION**

Under general supervision from assigned 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, sorts, 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.
2. Safely operates District vehicles and forklifts in the performance of assigned duties; drives to miscellaneous off-campus sites, in all types of weather conditions and ensures adherence to established traffic laws; demonstrates courteous and safe driving techniques.
3. Functions as primary backup for District mail room operations by receiving, sorting, and distributing incoming U.S. mail and inter-campus mail.
4. Functions as backup for District warehouse operations by picking up and delivering copier paper, office supplies, and furniture to various District and campus locations; picks up supplies and equipment designated as surplus and transports to appropriate locations.
5. 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.
6. 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.
7. Picks up and delivers monies to and from various District sites both on and off campus; delivers to the Business Services Department and the Bursars Office for processing.
8. Collects monies from District parking meters, transports in a sealed box, and delivers to the appropriate location.
9. Operates a personal computer to update addressee listings in computerized databases, making changes, and deletions and otherwise maintaining accuracy of databases.
10. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
11. Performs related duties that support the overall objective of the position.

**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:**

- Standard warehouse and mail distribution, operations, and procedures.
- Basic mathematical concepts.
- Work organization principles and practices.

**Ability to:**

- Drive safely and courteously and meet delivery schedules.
- Safely handle and transport cash, checks, and other types of funds.
- Operate vehicles, forklifts, and courier and warehouse equipment and tools, including hand trucks to protect assets of the District and meet delivery schedules.
- Ensure District-provided vehicle is cleaned and fueled, as needed; alert appropriate staff of any vehicle issues.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, and safe handling of hazardous materials.
- Lift mail bins and packages up to 60 lbs. on a regular basis.
- Evaluate and prioritize workload and schedule routes to optimize deliveries.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification.
- Follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

**EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:*

**Education/Training**

- Equivalent to the completion of the twelfth grade or General Educational Development (GED).

**Experience**

- One year of experience in a courier or mail distribution capacity.

**License/Certificate** - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- Annual completion of Safe Driver Defense course.
- Hazardous Materials Awareness Certificate.

**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, printing, monies, and other equipment; exposure to dust, smoke, fumes, inclement weather, noise, and traffic.

**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.

Board Approval: July 15, 2025