



CLASSIFICATION NO. 293  
Established: 10/77  
Revised: 5/92, 7/94, 12/10, 3/15; 3/25  
FLSA: Non-Exempt  
EEO: 6

## **COURIER**

### **CLASS CHARACTERISTICS**

Under general supervision, to process and distribute mail, goods, and supplies among County locations; to operate a van-type motor vehicle; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Courier is responsible for driving and related clerical work to gather, process, sort, and deliver various materials to County departments and other agencies as assigned. Work duties are generally routine and are performed with little or no direct supervision.

The Courier differs from the Senior Courier classification which does not evaluate, plan, or coordinate Courier operations, does not assist with budget planning, has no lead work responsibilities, and does not correspond or coordinate with vendors or external stakeholders regarding technical issues for materials handling equipment. The Courier also differs from other driver classifications where the primary responsibility is the transport of passengers or the operation of medium to heavy gasoline and/or diesel-powered trucks. It also differs from other clerical classes which do not regularly operate a motor vehicle in the performance of their duties.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Manually and/or mechanically gathers, sorts, processes, transports, and delivers, materials, mail, and goods & supplies to County departments, libraries, and other agencies as assigned within an established time schedule; operates mail or sorting machines; transports sensitive items such as police and mental health case records, public health patient specimens, deeds and other legal documents, and payroll & other checks; may perform routine troubleshooting and basic repair of automated sorting and processing machines.
2. Operates a van-type or similar motor vehicle under a wide variety of traffic and weather conditions between County buildings and other public facilities; cleans and fuels assigned vehicles as needed; arranges for regular maintenance with County Motor Pool.
3. Responds to inquiries from County staff regarding Courier functions and schedule; locates lost or misdirected items; maintains miscellaneous supplies in Courier office and vehicles.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Designated route, including County departments, cities, streets, roads, and highways; location of City, County, State, and Federal office buildings; basic math; mail

machines, general postal processes; general office practices and procedures, including computer operations; laws and procedures related to operation of motor vehicles in a safe and efficient manner; customer service techniques; United States Postal Service and commercial shipping regulations and requirements.

Skill to: Operate assigned motor vehicle in a safe and efficient manner; read and interpret street maps; understand and follow written and oral instructions; work independently; establish and maintain effective working relationships with County employees, other agencies and the public; communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

Duties driving a motor vehicle may involve exposure to adverse weather conditions and traffic hazards.

Within Finance Department, Purchasing Division – Mailroom, duties require frequent grasping, stepping up and down, twisting, the ability to lift up to 50 pounds, carry 25 pounds push 75 pounds, and pull 100 pounds.

Within DTD, Library Support Services (Library Network), duties require frequent to continuous standing, walking and sitting for long durations, bending, balance, reaching forward, grasping, and climbing up and down, as well as the ability to lift up to 70 pounds, carry 40 pounds, push 75 pounds, and pull 90 pounds. Duties also involve frequent exposure to slippery surfaces.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess & maintain an acceptable driving record throughout the course of employment.

Edited: 10/24