

COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring skill in the operation of a motor vehicle and a responsibility for collection, transportation and delivery of materials. When not performing Courier duties, employees may be assigned incidental routine duties of any beginning level job not involving special skills or knowledge; however, any such non-Courier duties which properly fall within a competitive or non-competitive class position must be limited to occasional assignments. Work is performed under direct supervision of higher level school district staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates light motor vehicles;

Collects, delivers and distributes mail, messages, food supplies, stationery and other materials;

Checks vehicle for safe and economical operation;

Keeps simple records on motor vehicle operations, such as mileage, fuel consumption;

May deliver bank deposits;

May perform routine maintenance on vehicles, e.g., washing, cleaning and tire changes;

May occasionally assist in cleaning, routine maintenance, clerical office machine or other work of a simple nature;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation, maintenance and care of light motor vehicles; ability to drive safely and skillfully; ability to follow simple oral and written instructions; ability to maintain simple records and make simple reports; ability to work well with others; tact and courtesy.

MINIMUM QUALIFICATIONS:

One (1) year of experience in driving a motor vehicle.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.