

COURIER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work which involves picking up, sorting and delivering mail, messages, packages, computer printouts and other supplies. The incumbent is required to operate a motor vehicle and to travel daily while making deliveries and running errands. Work is performed under direct supervision. Supervision is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Operates a light motor vehicle to perform pickup and delivery services;
2. Sorts mail, messages, and packages, and delivers to proper department or section;
3. Performs routine office cleaning and maintenance tasks;
4. Lifts and carries equipment and supplies;
5. Runs a variety of errands as needed;
6. Performs simple record keeping tasks;
7. Maintains supply stockroom and keeps simple inventory records;
8. May run outgoing mail through postage machine and take to post office;
9. May clean and perform minor maintenance on transit vehicle;
10. May be required to temporarily serve as receptionist;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to operate a motor vehicle; ability to understand and follow simple oral and written instructions; ability to maintain simple records; ability to add and subtract; ability to carry items weighing up to 60 lbs.; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None.

SPECIAL REQUIREMENT:

Possession of a valid driver's license.

SV5402

ADOPTED: 07/17/78

REVISED: 03/12/81 12/12/84 07/01/91