

SCHOOL COURIER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work which involves picking up, sorting and delivering mail, messages, supplies and equipment. The work involves loading, transporting, and delivering by means of an automobile, small truck, or bus. Incumbents in this class transport money and checks between the central office, schools, and banks and will be held responsible for losses incurred while funds are in his possession. Depending upon agency and workload, this class may be required to perform routine cleaning or custodial duties. General supervision is received from a higher level employee, with specific instruction given for assignments varying from prescribed daily routine.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Operates a light motor vehicle to deliver a wide variety of school supplies;
2. Sorts mail, messages, and packages, and delivers to proper department or section;
3. Picks up and delivers audio-visual equipment, supplies and/or related material;
4. Performs simple record keeping tasks;
5. Checks in equipment and supplies and compares to purchase orders;
6. Performs preventive maintenance on transport vehicle;
7. Inventories and tags equipment;
8. Performs preventive maintenance on transport vehicle;
9. May perform routine office cleaning and maintenance tasks;
10. May load and deliver cafeteria food from main kitchen to satellite schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate a motor vehicle;
Ability to understand and follow simple written and oral instructions;
Ability to maintain simple records;
Ability to add and subtract;
Ability to carry items weighing up to 60 pounds;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment.

SV5408

ADOPTED: 08/01/75

REVISED: 11/29/89 10/23/00