

SENIOR SCHOOL COURIER

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work involving the supervision of shipping and receiving operations, mail room activities, and the delivery of all mail and supplies among schools. Employees in this class drive an automobile or small truck or bus and will transport money, checks and confidential materials. The work is performed under the general supervision from either the Supervisor of Transportation or the School Business Manager. Supervision will be exercised over one or more school couriers.

TYPICAL WORK ACTIVITIES:

1. Supervises the collection and distribution of mail, supplies and equipment;
2. Assigns other couriers deliveries and pick-ups;
3. Supervises and participates in the posting and sorting of incoming and outgoing mail;
4. Transports school lunch monies between cafeterias, central office and banks;
5. Picks up and delivers audio-visual equipment, films and related materials;
6. Loads and delivers cafeteria food from storeroom or main kitchen to schools;
7. Insures that postage machine and other mail room equipment are in working order;
8. Performs preventive maintenance on transport vehicle;
9. Weighs outgoing packages and letters and determines appropriate postage;
10. Wraps packages in preparation for mailing;
11. Establishes delivery priorities, routes and schedules, assigns jobs and reviews finished work;
12. Sends for delivered goods and supplies;
13. Performs miscellaneous related tasks as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, practices and procedures; working knowledge of postal regulations; ability to operate a motor vehicle; ability to understand and follow written and oral instructions; ability to supervise the work of others; ability to manually load and carry the usual supplies, equipment and mail to be transported; integrity; initiative; resourcefulness; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or high school equivalency AND:

- EITHER: (A) Two years of responsible office experience;
OR: (B) Two years of experience as a School Courier, Bus Driver or similar position;
OR: (C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENT:

Possession of a valid New York State motor vehicle operator's license.

SV5410

ADOPTED: 08/01/75

REVISED: 09/15/95