

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COURIER

GENERAL STATEMENT OF JOB

Under general supervision, performs mail delivery and routine clerical and courier work for the Community Services Division. Work involves receiving, sorting, and packaging various documents, supplies and other materials, and retrieving and delivering documents, supplies and other materials as requested. Employee is responsible for shipping packages and ensuring all mail and packages are properly prepared and readied for the U.S. Postal Service or private mail services. Employee is responsible for monitoring service requirements and routine maintenance on courier vehicles. Employee reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs mail service delivery and performs pre-delivery sorting, inspection, and determines necessary routing for delivery of mail.

Receives all outgoing central office mail daily; meters postage on authorized matter; sorts all matter into proper order; and delivers outgoing mail to U.S. Post Office.

Prepares parcels for mailing or shipping, and receives and distributes shipments.

Receives, sorts, and delivers interoffice written communications.

Responsible for receiving packages and determining proper destination.

Sorts incoming mail, inter-departmental mail, payroll, textbooks, etc., for delivery to appropriate location.

Loads and unloads courier trucks.

Performs routine maintenance on courier vehicles and coordinates more complex maintenance as necessary.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

COURIER

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with some experience in mailroom and courier services operations; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license and maintain a good driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including postage machines, postage scales, computers, fork lifts, hand trucks, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 80 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, maps, lists, etc. Requires the ability to prepare correspondence, route instructions, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply common sense understanding to carry out simple one- to two-step instructions; to deal with standardized situations with occasional or no variables in or from these situations encountered on the job.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the locations of various departments and facilities in the school system.

Some knowledge of package delivery services available.

Some knowledge of modern office practices, methods and procedures.

Ability to operate such equipment as hand trucks and fork lifts.

Ability to sort high volume of documents with minimal errors.

Ability to understand and follow oral and written instructions.

Ability to exercise some independent judgment and initiative in performing assigned tasks.

Ability to perform physical labor required by work assignments.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.