

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: LEAD COURIER COMMUNITY SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under occasional supervision, coordinates mail delivery and mail courier services duties in a leadworker role for the Community Services Division. Work involves coordinating delivery routes; sorting mail, interoffice correspondence, and other material for disbursement to proper location; and ensuring timely delivery of same. Employee is solely responsible for delivery of payroll and other sensitive documents. Employee is also responsible for shipping packages and ensuring all mail and packages are properly prepared and readied for the U.S. mail Service or private mail services. Work also involves coordinating the work of other mailroom personnel to ensure that mail service is provided in an effective and efficient manner. Employee reports to Director – Financial Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates mail service delivery routes and coordinates delivery personnel for efficient delivery provision.

Receives, determines proper destination, sorts, and coordinates the delivery of all central office incoming mail from the U.S. Post Office.

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.

Maintains and safeguards central office postage meter, and keeps an accurate accounting for all postage spent.

Maintains courier truck mileage and maintenance reports; responsible for ensuring all vehicles are in proper operating order.

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

Orders office supplies for area of assignment.

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Loads and unloads courier trucks.

Maintains appropriate inventory of standard forms used by GCS.

Receives requests for standard forms from schools and other outlying departments and coordinates delivery of same.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with 1 to 2 years experience in mailroom and courier services operations, preferably with some supervisory experience; 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. Possession of a valid driver's license issued by the State of North Carolina. 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 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

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exchange information. Includes giving and receiving instructions, assignments and/or directions.

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 rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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; multiply and divide; and to determine percentages and decimals.

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 schools in the school system.

Considerable knowledge of package delivery services available.

General knowledge of the principles of supervision, organization and administration.

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Ability to coordinate and supervise logistical operations.

Ability to maintain simple logs and records.

Ability to sort high volume of documents with minimal errors.

Ability to establish efficient delivery routes.

Ability to perform physical labor required by work assignments.

Ability to understand and follow oral and written instructions.

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.