

COURIER

DEFINITION

To perform duties involving the pick-up, delivery and sorting of incoming City mail and interoffice mail; to prepare outgoing mail for shipment; and to track postage charges to appropriate departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Collect, transport and deliver correspondence, documents, mail and materials to various City offices/departments.

Drive and maintain assigned vehicle; maintain proper oil and fluid levels; notify supervisor of needed repairs.

Operate postal machine to seal and stamp letters; ensure the charging of postage to appropriate department.

Provide advice to City departments regarding mass mailings.

Deliver and pick up mail at the local post office; sort mail and deliver to appropriate City locations.

Check delivery instructions to ensure proper delivery of mail and packages; hand deliver next day air mail.

Maintain security of materials; may deliver cash, negotiable and legal documents.

Perform clerical and related duties when not engaged in messenger duties.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Modern office procedures, methods and equipment.

Methods of carrying and handling heavy materials.

Safe driving practices.

Principles and practices of customer service.

### Ability to:

Perform courier duties, quickly and accurately sorting and distributing mail.

On a continuous basis, know and understand all aspects of the job; identify and interpret postal and shipping information; observe and problem solve postal policies and procedures; review and interpret rules; and maintain awareness of safety at all times.

Intermittently, walk, stand, kneel, climb, and bend while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 40 pounds or less.

Learn and apply postal regulations and procedures.

Learn location of City facilities.

Respond effectively to customer requests.

Effectively prioritize workload and determine the most efficient route.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No previous experience required.

AND

Training:

Equivalent to completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

09-12-12

08-25-12

03-26-98

04-15-97

12-20-94

06-28-94

10-01-88

07-01-87