

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: District Courier

DESCRIPTION OF BASIC RESPONSIBILITIES

To provide mail delivery and courier services for school sites and departments throughout the District on an assigned route.

SUPERVISOR: Business Manager/Designee

TYPICAL DUTIES:

1. Provide mail and courier serviced for schools and departments throughout the District on an assigned route.
2. Meet schedules and time lines.
3. Pick up and deliver internal and external money and payroll.
4. Load and unload vehicle.
5. Sort and process mail.
6. Check materials in and out.
7. Maintain related records of receipts and deliveries.
8. Perform other related duties similar to the above as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper loading and unloading of vehicles.
- Basic methods and practices used in delivery.
- Basic record-keeping techniques.
- Vehicle safety.

Ability to:

- Drive an assigned vehicle to pick-up and deliver mail and materials;
- Observe legal and safe driving practices;
- Meet Schedules and time lines;
- Maintain routine records;
- Understand and follow oral and written directions;
- Follow District rules and procedures;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively both orally and in writing;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- California driver's license and evidence of insurability;
- TB test clearance;
- Drug test clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sit or stand for extended periods of time;
2. See to observe driving hazards and road signs;
3. Reach overhead and horizontally to retrieve and store supplies;
4. Kneel or crouch;
5. Hear and speak to exchange information;
6. Lift moderately heavy objects;
7. Walk and climb stairs;
8. Carrying, pushing or pulling packages and hand trucks.