

COURIER

MAJOR FUNCTION

This position involves driving a car or light truck to pick up and deliver mail between County departments and buildings.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Uses various containers and carts to pick up mail and interoffice envelopes from various locations, sorts, and redelivers mail to appropriate locations.
- Sorts U S Postal mail which they deliver, sorts and redelivers as appropriate to a designated location.
- Picks up and delivers packages from a variety of places such as the printer, photo supply, office supply, etc. items for delivery.
- Lifts and carries boxes up to 20 pounds for routine deliveries. Loaded boxes or containers of mail will be lifted into either a back seat of a truck or a car or the floor of a vehicle.
- Maintains delivery and vehicle records. Adjustments to the normal schedule and route using own initiative.
- Organizes and schedules deliveries maintaining a fairly routine daily schedule.
- Maintains assigned vehicle in clean and proper working order. Notifies Fleet Management as needed.
- Delivers paychecks from the payroll office to specific individuals in the departments as requested.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Perform minor repairs on equipment.
- Cleans immediate work area and keeps neat and clear of trash and clutter.
- Greets visitors to the departments and offer help to citizens if lost.
- Performs other tasks as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, media, and customers of the department.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED); and one year related experience; and training; or equivalent combination of education and experience.

Licenses

Must possess a valid Florida Driver License. Must possess an excellent driving record with no violations for at least five years.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out detailed but uninvolved written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

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Specialized Skills and Abilities

- Ability to work independently with little supervision.
- Ability to organize and schedule deliveries.
- Ability to read a map, and knowledge of Marion County geography is desired.
- Ability to deal tactfully and effectively with coworkers, other departments, and the public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organizational or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machine and Equipment

This employee will be required to operate a County vehicle and general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounter with performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to vibration; and frequently exposed to wet or humid conditions, work near moving mechanical parts, outdoor weather conditions, extreme cold, and extreme heat. The noise level for this environment is moderate.

Established: 10/99

Pay Grade: 2

Job Description Number: 8014

Category: 8

Status: NE

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