

COURIER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the efficient delivery of a variety of mail and other material requiring the use of mail carts and a motor vehicle. This work also involves the use and knowledge of postal machines for metering various classes of mail and the responsibility for determining the appropriate rates, according to class of mail. Responsible for receiving, handling, sorting and delivery of all metered and Interdepartmental mail and completed print jobs. Also is responsible for large dollar amounts of checks and numerous employee checks. Also responsible for postage accounts. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Picks up mail at Post Office and delivers to mailroom for sorting;
Delivers mail and similar materials between departments and other agencies;
Maintains records of certified mail, bulk mail, postage due and business reply accounts;

Operates automobile to pick up and deliver mail and completed print jobs;
Operates postage meter to stamp out-going mail according to class of mail and current rates;
Assists in the printshop with, but not limited to, bindery work, sorting, folding, tabbing, etc., when needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, routines and equipment;
Good knowledge of business arithmetic;
Ability to safely operate light automotive equipment;
Ability to keep simple records;
Ability to understand oral and written directions;
Ability to work well with others;
Ability to lift and carry moderately heavy items such as mailbags and boxes;
Accuracy;
Clerical aptitude;
Dependability;
Ability to compute postal rates;
Tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT: Possession of a valid appropriate level Motor Vehicle Operator's License.