

CLASSIFICATION SPECIFICATION

Courier

FT/PT Class Code: 7012, 7512 Pay Grade: B/C 03 FLSA: Non-Exempt Rev. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for delivery and picking up of mail and other materials to other campuses/Office of the President.

NATURE AND SCOPE:

An incumbent typically works under general supervision from a technical supervisor. The incumbent's services include delivering and picking up mail and other materials according to established rules and procedures. The incumbent also makes bank deposits.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Safely operates a motor vehicle to deliver and pick up mail, payroll, bulk parcels, and other materials from campuses/Office of the President on schedule.
2. Disseminates mail, payroll, bulk parcels, and other materials to appropriate addressee.
3. Makes bank deposits at specified bank locations.
4. Hand delivers materials to Board of Trustees and/or other state and local officials.
5. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of applicable motor vehicle laws.
- ◇ Knowledge of security measures.
- ◇ Knowledge of the location of State agencies and time schedules.
- ◇ Knowledge of campus and departmental time schedules.
- ◇ Knowledge of campus mail room operations.
- ◇ Knowledge of routes and alternate routes between campuses/Office of the President.
- ◇ Ability to operate a motor vehicle in a safe manner.
- ◇ Ability to make decisions pertaining to inclement weather or road hazards in rerouting the courier vehicle.
- ◇ Ability to lift up to 70 pounds.
- ◇ Ability to read and follow directions.
- ◇ Understanding or, and ability to apply, safe driving procedures.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma and one (1) year of relevant experience; or other equivalent combination of education and experience.
- ◇ Possess and maintain valid driver's license.