

COURIER

Reports To: Business Manager

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for the delivery of confidential communications, payroll, bank deposits, purchase orders, materials, supplies, and anything else that is sent to and between District schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Accurately sorts District mail by buildings and delivers to appropriate boxes at building level.
 3. Picks up mail and parcels for delivery at District buildings and delivers to the appropriate school and/or recipient.
 4. Travels daily to each District school for pick up and delivery.
 5. Retrieves daily deposit from safe at each school and transports deposit to the bank and deposits appropriately.
 6. Uses District postage meter to accurately stamp mail needed to go through the post office to assign the appropriate postage and drop for USPS pick up.
 7. Operate the vehicle in accordance with all state laws and District policy(ies).
 8. Maintain confidentiality regarding all information, communication and materials delivered and/or discussed.
 9. Reports safety, sanitary and fire hazards immediately to supervisor.
 10. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 11. Maintain appropriate certifications and training hours as required.
 12. Attend work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Arranges for service of courier vehicle.
 2. Deliver or pick up items outside of District buildings as directed by supervisor.
 3. Attends staff meetings.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience.
- **Interpersonal Skills:** Ability to interact with students, staff and community members appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. 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.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid Oregon Driver License and good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel; reach with hands and arms; sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl and climb or balance. The employee must regularly lift and/or move up to 25 pounds and occasionally more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. Ability to get in and out of vehicle repeatedly and lift mail sacks.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The standard work environment is a motor vehicle and school building mail rooms. The noise level in the work environment is usually low to moderate. The employee is exposed to a variety of conditions including: wet or humid, work near moving parts, outdoor weather conditions and motor vehicles.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: March 2009

I have read and understand this job description.

Signature:

Date:
