Job Title: Courier Intra-District Mail Non-Exempt

Reports to: Director of Warehouse Services and Regulatory Compliance

Dept./School: Support Services

Primary Purpose:

Provide delivery of written communiqué between central administration and campuses.

Qualifications:

Education/Certification:
None specified

Special Knowledge/Skills:
Current Texas driver's license with good driving record and ability to operate a motor vehicle
Ability to work with others, follow directions and have good communication skills
Capable of handling responsibility in job assignments and in complying with district policies and procedures
Lifting and carrying of moderate weights, unassisted, (up to 50 pounds)
Walking, standing, repeated bending and some reaching above the shoulder will be required
Must be able to competently sort and distribute packages, parcels, mail, etc.
Ability to tolerate exposure to excessive hot and cold climates as well as excessive humidity and inclement weather conditions both indoor and outdoor
Alternatives to the above qualifications which the administration may find appropriate and acceptable

Minimum Experience:
None

Major Responsibilities and Duties:

1. Pick-up mail at the U.S. Post Office for delivery to central administration building.
2. Collect outgoing mail/memos and divide for route distribution.
3. Deliver mail to each campus.
4. Pick-up mail at the campus that is designated for the administration building, or other campuses.
5. Pick-up audio-visual equipment with repair order for service.
6. Deliver professional, paraprofessional and bi-weekly paychecks to each campus.
7. Deliver repaired audio-visual equipment to campus.

8. Distribute incoming mail to respective departments at the central administration building.

9. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____