District Courier
(Job Description)

Qualifications:

- High School Diploma,
- Hold valid NJ Motor Vehicle Commission Driver's License with clean driving record,
- Ability to work independently,
- Ability to understand and follow written and verbal directions,
- Ability to perform high-quality secretarial and pertinent financial-related work in a confidential manner,
- Demonstrate the ability to communicate effective in English, both orally and in writing, using proper grammar and vocabulary,
- Possess excellent organizational and interpersonal skills with attention to detail,
- Possess excellent computer skills including, but not limited to, Microsoft Suite and Google Suite,
- Provide evidence that a criminal history record check has been conducted and clearance has been given by the NJ Department of Education (NJDOE) in accordance with the law.

Primary Function:

The District Courier is responsible for the smooth flow of District information, communications and to contribute to effective school/public relations by prompt and courteous handling of all inter-office documents and packages. All such items shall be handled and delivered in a timely and safe manner.

Direct Report:

School Business Administrator

Specific Duties and Responsibilities:

1. Drive district vehicle to selected sites to expedite mail delivery and pick-ups.
2. Receive, sort, and deliver all central office incoming mail from the U.S. Post Office.

3. Receive all outgoing central office mail daily; meter postage on authorized matter; sort all matter into zip code order; and deliver outgoing mail to U.S. Post Office.
4. Prepare parcels for mailing or shipping, and receive and distribute shipments from truckers and delivery services.
5. Receive and deliver interoffice written communications.
6. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
7. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
8. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator or designee.
9. Deliver other packages as needed to school buildings or out-of-district offices
10. Other duties as assigned by the School Business Administrator or designee.

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 the job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. Generally the job requires 50% sitting, 25% walking, and 25% standing with some stooping, kneeling, and crouching. The employee may occasionally lift, carry, push, pull and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus along with prolonged use of computer. The employee frequently will use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, thus requiring fine hand and finger dexterity.

Terms of Employment:
10 month position, as designated by the Board of Education.

Evaluation:
Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of non-certificated personnel.

Board Approved:
June 10, 2024, Resolution 11.3