

# SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

## JOB TITLE: COURIER

**REPORTS TO:** Director, Facilities, Maintenance & Operations  
**SUPERVISES:** No supervisory responsibilities

### **DEFINITION:**

Drive a SLOCOE vehicle along an established route to SLOCOE sites, district school sites and other locations to pick up and deliver audio-visual equipment, instructional materials, mail and other materials. Receive, sort, distribute, and post mail. Perform related clerical support duties.

### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. One year delivery experience.
3. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice.
4. Valid California driver's license.

### **KNOWLEDGE AND ABILITY:**

1. Knowledge of traffic laws, defensive driving techniques and rules of the road.
2. Knowledge of proper loading and unloading of materials and equipment.
3. Knowledge of record-keeping techniques.
4. Knowledge of operation of a computer and assigned software.
5. Knowledge of proper lifting techniques.
6. Ability to operate a computer and assigned software.
7. Ability to meet schedules and time lines.
8. Ability to practice legal and defensive driving practices.
9. Ability to maintain regular and reliable attendance.
10. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
11. Ability to establish and maintain positive and effective working relationships with diverse populations.
12. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
13. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
14. Ability to deal with problems or issues involving several concrete variables in standardized situations.

### **ESSENTIAL FUNCTIONS:**

1. Sort and bag mail and instructional materials. Meter, weigh and apply postage to outgoing mail.
2. Drive a vehicle to school sites and other locations to pick up and deliver audio-visual equipment, instructional materials, mail and other materials. Meet schedules and time lines. Drive along designated routes.
3. Load and unload equipment, mail and instructional materials from the receiving department and mail center and deliver to school sites and other locations.
4. Organize materials and equipment for delivery. Inspect returned materials and equipment for damage and conformity to packing slips and specifications. Review shipments for accuracy. Shelve returned items.
5. Prepare and distribute routine correspondence.
6. Operate office equipment including a postage meter, copier, computer and software. Operate a two-way radio to maintain contact.
7. Maintain logs and records related to safety inspections, postage, deliveries and activities.

8. Maintain vehicle in a safe, clean and proper operating condition. Perform safety inspections, check and replenish fluid levels, and clean vehicle interior. Arrange for vehicle maintenance and repairs.
9. Perform related duties as assigned within the scope and skill level of the classification.

**ENVIRONMENT:**

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to load and unload supplies.
2. Reaching overhead, above the shoulders and horizontally.
3. Bending at the waist, kneeling or crouching.
4. Repeated stepping into and out of elevated van or platforms.
5. Hearing and speaking to exchange information.
6. Seeing to load and inspect items for transport.
7. Walking, sitting or standing for extended periods of time.
8. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.
9. Lifting, carrying, pushing or pulling heavy objects.

**HAZARDS:**

Driving a vehicle during adverse weather conditions.

Grade Allocation: 22
Adopted: 7/1/04
Revised: 7/22/09; 12/13/17