COURIER

DEFINITION

Under close supervision, collects, sorts, delivers and/or picks up mail, correspondence, documents, bills and checks for departments within the City.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY,** and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Picks up, distributes and delivers mail within the City; collects, sorts and delivers mail to and from the Post Office; follows courier routes to collect and distribute stamped, metered or internal mail according to established procedures or as directed by supervisor; seals and affixes postage to water bills for the City; provides customer service to customers making water payments; operates the perforator, insertion machine and postage machine to process the bills; performs special projects for the City including printing, copying, folding and cutting materials for mailing.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of perforator, postage and insertion machine operating procedures
Knowledgeable of safety procedures for operating printing and mailing machines
Knowledgeable of U.S. Postal regulations
Skilled in the safe use of a vehicle to pick up and deliver mail
Skilled in following oral and written instructions in English
Skilled in establishing and maintaining productive working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, background noise, dangerous machinery and hazardous chemicals.

QUALIFICATIONS

A high school diploma or equivalent, **AND** six (6) months experience processing mail and/or working in a printing environment **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a California Driver's License.