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;
- 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, safety procedures for operating printing and mailing machines, and of U.S. Postal regulations
- Skilled in the safe use of a vehicle to pick up and deliver mail, following oral and written instructions utilizing proper English and in establishing and maintaining productive working relationships;
- Ability to perform essential job duties with minimum supervision, to meet deadlines and perform work in safe manner.

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.