

## COURIER

### DEFINITION

Operates a van or other light vehicle to transport materials and documents, and performs routine manual and clerical duties.

### TYPICAL DUTIES

Drives vans or other light vehicles of up to 6000 lbs. gross vehicle weight, in making trips to pick up and deliver materials and documents for locations throughout the geographical area of the District.

Loads and unloads vehicle driven.

Picks-up and delivers materials and documents for locations throughout the geographical area of the District.

Picks-up and delivers District warrants and student financial aid checks.

Arranges for regular servicing and necessary repairs of vehicle driven.

Performs simple recordkeeping and other routine clerical work.

Completes reports on mileage, accidents, and damage.

Operates mailroom equipment and standard office machines.

Performs minor emergency maintenance and repair while on the road.

Lifts moderately heavy boxes.

May transport District employees to colleges or other public jurisdiction offices.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Courier** drives a van or other vehicle of less than one-ton factory rated payload capacity in a variety of delivery assignments and performs routine manual and clerical duties.

### SUPERVISION

Immediate supervision is received from a classified supervisor. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Operation of a motor vehicle

California State Vehicle Code

Local traffic ordinances and regulations

Safe driving practices

Functions of the various parts of motor vehicles

Locations of various government and other public buildings in the area

Basic recordkeeping procedures

Proper lifting techniques

Safety practices in handling materials

## CLASS QUALIFICATIONS (Cont.)

### Ability to:

- Drive with skill and safety in heavy traffic
- Make minor emergency repairs and adjustments to light vehicles
- Operate mailroom equipment and standard office machines
- Sort and file accurately
- Lift heavy materials safely
- Follow written and oral instructions
- Work cooperatively with District staff
- Learn routes, office locations, and points of collection and delivery
- Learn basic features of computer equipment

## ENTRANCE QUALIFICATIONS

### Education and Experience:

One year of full-time paid experience in the operation of an automobile.

### Special:

- A valid Class "C" California driver's license.
- Ability to lift and move packages weighing up to 50 pounds.