

**THE COUNTY OF SOLANO  
CLASS DESCRIPTION, 1999**

**COURIER**

**DEFINITION**

Under general supervision, provides carrier and delivery services for County departments; performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility to pick up and deliver supplies, mail and equipment for County departments. Incumbents are assigned a specific scheduled route, or have a varied schedule, and may assist with mail service and/or storeroom tasks. It is distinguished from the Inventory Clerk by the latter's assignment of maintaining, verifying, and researching existing stock.

**EXAMPLES OF DUTIES**

Depending on assignment, duties may include, but are not limited to the following:

1. Provides carrier and delivery services; picks up equipment, supplies and/or mail (including cash, checks and stamps) and makes deliveries to designated destinations; transports cash receipts to County Treasurer and/or local banks for deposit.
2. Prepares equipment and/or supplies for delivery; retrieves and inspects items from storage; records disbursement in master file; packs items for transport; loads and unloads vehicle; delivers equipment and/or supplies to designated destination.
3. Maintains inventory records; records incoming and outgoing equipment and supplies in master files; updates master file as new orders are requested and received utilizing established guidelines; collects, shreds and disposes of confidential documents.
4. Prepares outgoing department mail; sorts, weighs, affixes postage and makes deliveries to Post Office; sorts and delivers interoffice mail and supplies by motorized electric cart or motorized vehicle.
5. Receives, unpacks and shelves materials and equipment; verifies accuracy and condition of materials received; records and/or reports discrepancies/damage in shipments; fills requisitions with items from storeroom; maintains clean and orderly storeroom.

## **COURIER**

6. Assembles, moves, and makes minor repairs on equipment as necessary; moves, replaces and exchanges desks, lights, filing cabinets and other standard office equipment; maintains or directs maintenance of equipment.
7. Operates a van to deliver materials.

### **QUALIFICATION GUIDELINES**

#### **EDUCATION AND/OR EXPERIENCE**

High school diploma or GED preferred; supplemented by two (2) months previous work experience that demonstrates possession of and competency in the requisite knowledge and abilities.

#### **KNOWLEDGE/ABILITIES**

Knowledge of local area streets.

Skill in driving in urban and rural areas in various types of weather and traffic conditions.

Ability to read and interpret road maps; lift and move heavy items; organize and prioritize work assignments; perform routine servicing of delivery vehicles; plan driving routes to meet delivery schedules; adjust assigned route and schedule to increase efficiency in courier service; communicate effectively both verbally and in writing; maintain accurate records and document actions taken; establish and maintain cooperative working relationships; demonstrates tact and diplomacy; maintain confidentiality of information; assemble, repair and/or arrange for the assembly and repair of office equipment.

#### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class III California driver's license is required.

#### **SUPPLEMENTAL INFORMATION**

Independent travel is required.

## COURIER

### ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally very heavy items (100 pounds or over). Tasks may also include the ability to operate a motor vehicle that maintains physical requirements as established by the California Department of Motor Vehicles and complies with the Americans with Disabilities Act.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to temperature extremes, smoke, dusts, pollen, wetness/humidity and traffic hazards.

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Human Resources Director

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Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.