



COURIER

Department: Finance
Job Class #: 450700
Pay Range: General 10

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This position is responsible for delivering and receiving inter-office and U.S. mail, print jobs, and archive boxes throughout Pierce County. Duties are performed independently, with little decision-making required, however, independent judgment is required in determining the proper action in unusual circumstances.

ESSENTIAL FUNCTIONS:

- Drive to various County facilities to deliver and receive inter-office and U.S. mail, print jobs, and archive boxes while adhering to a strict time schedule.
- Respond to customer questions and problems regarding routing and pickups, archive box requests, and print job pickups and deliveries.
- Receive, sort, and distribute inter-office and U.S. mail in a timely and efficient manner to appropriate personnel and departments; determine appropriate delivery locations for poorly marked mail; and assemble mail for ease and efficiency in delivering materials according to schedule.
- Deliver and pick up checks, drafts, confidential documents and other valuable items.
- Assist with other courier routes.
- Assist in Records Center retrieving and returning archive boxes.
- Maintain vehicle in safe operating condition by performing minor vehicle maintenance; change flat tires, wash and clean vehicle, and fill gas tank; arrange for vehicle servicing and repairs.
- Chain up vehicle when required by weather conditions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Move boxes of supplies and equipment as requested; assist in moving furniture.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Supervision is provided by an administrative superior who reviews the work for completeness and accuracy. This position does not supervise other employees.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work involves extensive travel throughout the County, where the incumbent may be exposed to inclement weather or hazardous traffic conditions. The incumbent must adhere to a strict time schedule in completing a daily route.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and unassisted lifting associated with the job duties is required. Position may be required to lift and/or carry heavy materials up to 50 lbs.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- State and local traffic laws.
- Pierce County geographical area and road systems

Skill in:

- Driving a vehicle safely in all types of weather and road conditions.

Ability to:

- Observe legal and defensive driving practices.
- Establish and maintain harmonious working relationships with employees throughout Pierce County.
- Maintain a courteous attitude toward fellow employees, even in stressful and unpleasant situations.
- Follow and adhere to a detailed and strict time schedule in route completion.
- Lift weights up to and including 50 pounds and on occasion up to 75 pounds.
- Use appropriate independent judgment to resolve problems.
- Bend, stoop, and climb stairs.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Any experience which indicates the ability to perform the duties of the position.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of a valid Washington State Driver's License and a safe driving record is required. A satisfactory physical condition is required, as indicated by a County approved physical examination, which includes drug testing. Prior to appointment, must be willing and able to complete and pass a thorough background check.