

COURIER

Code No. 5-03-038
NON-COMPETITIVE
(for all School Districts only)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the preparation of materials for postal mailings or courier service and the careful and prompt delivery and pickup of letters, legal instruments, materials, and packages to various locations within a governmental jurisdiction. Employees are required to lift packages weighing up to seventy pounds and to operate a motor vehicle in the performance of courier duties. The employee reports directly to and works under direct supervision of a higher-level supervisor. Supervision of others is not normally a characteristic of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Operates a motor vehicle in the performance of delivery and pickup services along an assigned route;

Delivers and receives interdepartmental mail, including letters, memoranda, directives, questionnaires, reports, etc.;

Delivers payroll to school or departments;

Delivers postage stamps and bus tokens;

Delivers materials and packages;

Delivers and makes bank deposits;

Serves legal instruments and notifications on individuals or organizations;

Verifies service of legal instruments and notifications by securing signed receipt;

Prepares and processes outgoing mail for delivery by the United States Postal Service;

Sorts, bundles, and arranges mail, materials, and packages according to established route order;

Performs mailroom functions as required.

WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT'S TRANSPORTATION DEPARTMENT:

Will perform the following in an emergency:

Operates and transports students in school bus or vehicle "deemed to be" a "school bus" by the Department of Transportation;

Operates and transports adults in school bus or vehicle "deemed to be" a "school bus" by the

Department of Transportation;

Checks operating condition of school bus and reports any mechanical defects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the City and County road system; working knowledge of the locations of City and County governmental buildings; working knowledge of United States Postal Regulations; ability to operate a motor vehicle in a safe and defensive manner; ability to follow an assigned courier route; ability to lift packages weighing up to seventy pounds; ability to follow established guidelines and procedures for processing United States and interdepartmental mail; ability to follow simple oral and written directions; willingness to work in extreme weather conditions; dependability; alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of the eighth grade.

NOTE: Where education is lacking, additional experience involving courier, messenger, or mailroom service may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Possession of a New York State Class *D* driver's license at time of appointment.

WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT'S TRANSPORTATION DEPARTMENT:

Where operation of a school bus or vehicle deemed to be a "school bus" by the City School District Department of Transportation is required, the courier will be required to possess a valid Class B license issued by the State of New York at time of appointment, and will be required to pass the State required physical exam in accordance with DMV Law Section 509A.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: June 21, 1990

REVISED: January 8, 2004

Approved Non-Competitive for all school districts at the 10/18/04 NYS Civil Service Commission meeting.